DOCUMENT RESUME

ED 273 280 IR 051 604

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TITLE Guidelines for Cataloguing-in-Publication.
INSTITUTION International Federation of Library Associations, The Hague (Netherlands).
SPONS AGENCY United Nations Educational, Scientific and Cultural Organization, Paris (France). General Information Programme.
REPORT NO PGI-86/WS/1
PUB DATE Feb 86
CONTRACT UNESCO-400071.4
NOTE 93p.
PUB TYPE Guides - General (050)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Cataloging; Global Approach; Guidelines; International Programs; *National Programs; Networks; Program Guides; Program Implementation; Publications; Publishing Industry
IDENTIFIERS *Cataloging in Publication; International Federation of Library Associations; National Bibliographies; UNESCO; UNISIST

ABSTRACT

The guidelines provide the criteria for the design of a national cataloguing-in-publication (CIP) program which will both be a component part of the international CIP network and fit the requirements of a specific library and publishing environment. Cataloguing-in-publication is defined, its development is traced, and current CIP programs in nine countries (USSR, United States, Brazil, United Kingdom, Australia, Canada, West Germany, Netherlands, and Nigeria) are compared and contrasted. Discussions of record preparation, the establishment of a CIP program, and perspectives on the future of CIP follow. A nine-page bibliography based on the "Library Association Library Reading List: Cataloguing-in-Publication" is provided. Recommendations of the International Cataloguing-in-Publication Meeting held in Ottawa, Canada, in August 1982, and sample CIP forms and records for various types of entries are appended. (KM)

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Guidelines for cataloguing-in-publication

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United Nations Educational, Scientific and Cultural Organization

International Federation of Library Associations and Institutions

Paris, 1986

PGI-86/WS/1

Paris, February 1986

Original: English

GUIDELINES FOR

CATALOGUING-IN-PUBLICATION

compiled by

Dorothy Anderson

General Information Programme
and UNISIST

United Nations Educational,
Scientific and Cultural Organization

International Federation
of Library Associations
and Institutions

Recommended catalogue entry:

Guidelines for Cataloguing-in-Publication / prepared by Dorothy Anderson / for the / International Federation of Library Associations and Institutions / and the / General Information Programme and UNISIST. - Paris : Unesco, 1986. - v, 83p. ; 30 cm. - (PGI-86/WS/1)

I - Author
II - International Federation of Library Associations and Institutions
III - Unesco. General Information Programme and UNISIST

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GUIDELINES FOR

CATALOGUING-IN-PUBLICATION

Compiled by

Dorothy Anderson

for IFLA under Unesco contract

July 1985

London

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PREFACE

These *Guidelines* have been prepared for IFLA under Unesco contract in response to Recommendation 3.1.1 of the International Cataloguing-in-Publication Meeting, Ottawa, 16-19 August 1982, that:

> 'a set of guidelines be developed to assist CIP agencies in operational procedures and in particular in establishing relationships with publishers.'

The *Guidelines* make use of the Background Documents prepared for the International Meeting, its Working Document, discussions during the Meeting and subsequent work undertaken by IFLA and other organizations since 1982. The *Guidelines* are expected to be of particular assistance to library organizations, such as national bibliographic agencies and similar institutes responsible for the same bibliographic functions and services, which are considering the establishment of a CIP programme. The *Guidelines* aim to provide the criteria by which a national CIP programme can be designed which will operate as a component part of the international CIP network at the same time fitting the requirements of a specific library and publishing environment.

Major sources used and referred to in these *Guidelines* are:

Cataloguing in publication : an international survey / by L.R. Swindley. - Paris : Unesco, 1975. - (COM.75/WS/32)
referred to as *Swindley*

Guidelines for the national bibliographic agency and the national bibliography / prepared by the IFLA International Office for UBC. - Paris : Unesco, 1979. - (PGI/79/WS/189)
referred to as *Guidelines for the national bibliographic agency*

Proceedings of the International Cataloguing-in-Publication Meeting, Ottawa, 16-19 August 1982, organized by IFLA in association with Unesco / edited by the IFLA International Office for UBC. - London : IFLA International Office for UBC, 1983. -
including: Report of the Meeting, pp.61-86
referred to as *Report*
Recommendations of the Meeting
reproduced in Appendix A, p. 62

References to other works have been kept to a minimum throughout the text. A bibliography of CIP articles is provided at p.53 which has been based on the *Reading list* prepared by the Library Association Library, London, in June 1982, for the International CIP Meeting.

London
July 1985

LIST OF ACRONYMS AND ABBREVIATIONS

AACR2	Anglo-American Cataloguing Rules. 2nd edition 1978
BNB	British National Bibliography
CIP	Cataloguing-in-Publication
ICCP	International Conference on Cataloguing Principles, Paris, 1961
IFLA	International Federation of Library Associations and Institutions
ISBD	International Standard Bibliographic Description
ISBN	International Standard Book Numbering International Standard Book Number
ISDS	International Serials Data System
ISSN	International Standard Serial Numbering International Standard Serial Number
LC	Library of Congress (USA)
MARC	Machine-readable catalgouing
RAK	Regeln für die Alphabetische Katalogisierung
UBC	Universal Bibliographic Control
Unesco	United Nations Scientific, Educational and Cultural Organization

1 What is Cataloguing-in-Publication (CIP)

1.1 Definitions

The concern of librarians has always been to find ways of improving the scope and range of the services which they can provide for their readers, and the origins of Cataloguing-in-Publication lie in just such plans - and in the dreams of librarians to make arrangements whereby, through co-operative action with publishers, the production of the book and the creation of the bibliographic record of that book are synchronized, the one appearing with the other.

In the study on CIP prepared for Unesco in 1975 Swindley described and defined CIP thus:

> 'The purpose of cataloguing in publication (CIP) is to provide cataloguing information to publishers in advance of publication in order that the information may be printed in the book to which it belongs. In this way, the book and its cataloguing data are available simultaneously to libraries, booksellers, bibliographers, and all other persons who have a need for such data ... Certainly, CIP does not immediately solve all the problems which face libraries in their attempts to control the ever increasing amount of material acquired. On the other hand, it is probably the best solution available. The aims of CIP are sound in that they seek to improve library processing at a number of points and speed books to users.' (*Swindley*, p.1)

A recent and explicit description of CIP is provided in *The ALA glossary of library and information science* (Chicago : ALA, 1983):

> 'A prepublication cataloging program through which participating publishers provide galley proofs or front matter of their books to the national library or other centralized cataloging agency, whereby a bibliographic record is prepared and returned to the publisher. The record, except for the elements of description between the title proper and the series statement, is printed in the book, usually on the verso of the title leaf.'

The initials 'CIP' were early adopted as a convenient abbreviation in English for 'Cataloguing-in-Publication', and the adoption of this abbreviation internationally irrespective of language was recommended at a meeting of CIP agencies held at the Library of Congress, Washington, DC, in 1976 (Recommendation 6 of an unpublished though widely circulated list of recommendations). The initials 'CIP' are used throughout these *Guidelines*.

A distinction is also made in the *Guidelines* between 'CIP programme' and 'CIP operation': the first term being used in the widest sense of the total library and publishing plan for a co-operative effort which may or may not be underway, and the second for the plan under way and how the 'CIP programme' works within a particular institute or country.

Other definitions of relevance to these *Guidelines* are for terms which are used in the *Guidelines for the national bibliographic agency* and are defined there:

publications	- used in the widest sense to cover all items in whatever form which have informational content and are produced in multiple copies for distribution
national imprints	- the products of the national publishing industry
library materials	- any items of informational content in whatever form which may be collected by libraries, and/or may be recorded by the national bibliographic agency
national bibliographic agency (term used generally to include similar library organizations responsible for the same bibliographic functions and services)	- the organizational unit established within a country's library system which undertakes responsibility for: - preparing the authoritative and comprehensive bibliographic record for each new publication issued in the country, and making that record in accordance with accepted international bibliographic standards; - publishing those records with the shortest possible delay in a national bibliography which appears regularly.

Explanations and definitions of other library and bibliographic terms are included throughout the text where relevant.

1.2 Origins

The earliest proposal for a CIP scheme appears to have been that of Justin Winsor, the librarian of Havard College, in 1876. In the next few years there were attempts to put the proposal into practice, but the experiments were abandoned in the early 1880s. Henry B. Wheatley, in his small manual on *How to catalogue a library* (London : Elliot Stock, 1889), describes a plan whereby:

> '...every publisher should place in each copy of each book issued by him a catalogue slip made upon a proper system which has been settled by competent authorities, so that there may be a satisfactory uniformity...'

But ends a little wistfully that he fears that this plan

> 'is scarcely likely to be undertaken systematically by all publishers.' (p.69)

In the first half of the century, after 1901 when Library of Congress inaugurated its card service, there were various schemes proposed whereby the Library of Congress cards should be included in the publications which they described. Other experiments in CIP were tried in Canada (1913), in Brazil (1960s), in Australia (1945-50).

The most important and most successful of these early CIP operations was that of Library of Congress during 1958-59, but this experiment, entitled Cataloging-in-Source (CIS), was discontinued on the grounds of cost and with some doubts about the directions and ways in which it could grow.

There were indeed inherent limitations in the early proposals for CIP: how was the operation to expand; by what means would it be possible to persuade or encourage publishers to participate in CIP, to maintain long term a concentrated and specialist operation, demanding tight deadlines and rapid turnover. The benefits of CIP, of the catalogue entry appearing on the verso of the titlepage of the publication, hence creating the ideal of the 'self cataloguing book', were all for libraries and librarians. The participation of publishers in CIP operations seemed to rest entirely on good will - an interest on the part of the publishers in promoting good relations with libraries, among their best customers, allied with a careful sense of timing and a willingness to add one more step in the technical processes of producing the physical item, the book. In so far as the bibliographic situation has changed world wide in the past two decades so has the content, concept and future possibilities of national CIP operations.

1.3 An environment hospitable to CIP

The expansion of new national CIP operations since the 1970s can be seen as part of the overall pattern of increased co-operation in information and bibliographic activities at both the national and international levels. The CIP programmes that are now operational were conceived and planned in a very different environment from those earlier experiments with bibliographic possibilities not then available. In the past two decades technology and the need to share resources so as to make maximum use of that technology have brought librarians and publishers closer together. To a very much larger extent publishers and librarians are making use of the same kinds of technology, with the outstanding example the tools of stock control, the ISBNs, used by librarians for bibliographic purposes. The current operations show just how close have become the links between publisher and librarian, in establishing and maintaining CIP programmes in which both contribute and benefit.

1.3.1 Standardizing cataloguing practices and codes

In time sequence the first steps came in the 1950s when librarians started in earnest to work towards the standardization of cataloguing rules, with the long term possibilities of the exchange of records that were similar enough to be re-used. Major international steps in these endeavours were taken in 1961 at the International Conference on Cataloguing Principles (ICCP) and in 1969 at the International Meeting of Cataloguing Experts (IMCE). The most positive consequences are that all national and multinational cataloguing codes developed since are based on the principles developed at the ICCP and follow the descriptive cataloguing of the International Standard Bibliographic Descriptions (ISBDs) developed after the IMCE.

1.3.2 National bibliographic control and the UBC programme

Side by side with the new drive towards standardization in cataloguing came the emergence of the national bibliography as a major tool in the development of national bibliographic control. In some countries such bibliographies had been in existence for many years - for example, in Finland and

Belgium for more than a century - but it is only in the past two decades that the emphasis in improving national bibliographic control has in turn given an impetus to the creation of many new national bibliographies and side by side the international standards for their production. Improving national bibliographic control has been seen as essential to the development of the current programme of Universal Bibliographic Control (UBC), promoted by Unesco and IFLA, which envisages the creation of a worldwide system for the control and exchange of information, with each country undertaking the responsibility of recording its own publications and hence making a national contribution to the system.

In considering national bibliographic control in relation to UBC, there are some essential requirements for the making of those national contributions. Within each country it is necessary to establish:

- the means of ensuring that it is possible to make the bibliographic record of each new publication as it is issued (i.e. by legal deposit or similar government regulation; or by voluntary agreement);
- the administrative machinery by which the bibliographic record can be made: that is, the establishment of an organization which will take on the role and functions of a national bibliographic agency and will:
  - prepare the authoritative and comprehensive bibliographic record for each new publication issued in the country in accordance with accepted international bibliographic standards;
  - publish those records with the shortest possible delay in a national bibliography which appears regularly.

1.3.3 The functions of the national bibliography

The national bibliography, indeed, can be considered the major instrument in the improvement of national bibliographic control and in developing UBC, and it was natural that in the early stages of developing the UBC programme special attention was paid to its overall improvement. At the International Congress on National Bibliographies, 1977, practical recommendations for the production and content of printed issues of the national bibliography were agreed and a framework for the national bibliographic agency was accepted: these are set out, in expanded form, in the *Guidelines for the national bibliographic agency and the national bibliography*, published by Unesco in 1979.

It is recognized that national bibliographies vary greatly in size and contents, according to the size, resources, cultural and linguistic backgrounds of countries. Different interpretations of national imprint, different decisions on coverage, also make for varying contents. On the other hand, the purposes of national bibliographies, and the uses to which they are put, are the same whatever their size and their contents, and in whatever physical form they appear. Some of the uses are immediate and direct; others are long term and indirect.

The national bibliography as soon as it is published, functions as a practical information tool. Its records provide all the information required for:

- selection and acquisition (e.g. name of publisher, price, indication of subject content, extent of publication, etc.);
- identification and reference (e.g. authorship, bibliographic history, etc.).

The largest proportion of users of the national bibliography for these purposes are booksellers, librarians, and others working in the information field. The records in the national bibliography also serve as model catalogue entries for libraries. At another level, long term, the national bibliography has historical and archival importance as the retrospective bibliography of the national imprint; it reflects the changing patterns of a country's social political and economic growth and cultural and literary conditions.

It is apparent that the attributes necessary in preparing the bibliographic record to satisfy the first function noted above are not necessarily those required to satisfy the second. For the second function there has developed the criteria of the full authoritative and comprehensive national bibliographic record, incorporating all the information which might be required now, and in the future, to relate the publication and its author to other editions of the same work, other works by the same author, etc: hence a record which requires time to prepare, care and attention in ensuring bibliographic accuracy. On the other hand, if those records are to serve the first purpose, as an aid to selection and acquisitions, there is the continuing need for quickness, timeliness, in the preparation of the records and of the appearance of the records in the published issues of the national bibliography.

1.3.4 Expansion of the publishing industry

While the state of the publishing industry remained static, or expanded at a reasonable rate, there was not too much conflict between these two functions; but when publishing became a growth industry, with new styles of production, new forms of literary content, ever increasing markets, vastly increased range of sales outlets, then in many countries the efforts to produce the national records and to produce those records speedily enough so as to provide acquisition information, have become an increasing burden. CIP appears to offer the national bibliographic agency a means to ensure that the first function of the national bibliography is carried out more effectively.

The introduction of the new high technology into publishing and library operations in the past two decades has produced new solutions and also some new problems. Using the comptuer in library operations for the production of bibliographic records has meant that issues of the national bibliography are appearing in different physical forms and not just the traditional printed issues, whether weekly, monthly, quarterly, and/or an annual cumulative. National bibliographic records appear in the printed issues of the national bibliography and may also appear, in some countries, in machine readable form, on tapes. Records in machine readable form can be easily made available worldwide and are a potential source of marketable information: hence if the records can be produced speedily enough on publication or in advance of publication, then there will be benefits for publishers worldwide in sales, marketing and distribution.

CIP is not now the simplistic librarians' ideal of the 'self cataloguing book', and the CIP entry printed on the verso of the titlepage of the publication is considered by many to be the least important of the CIP records made for that publication. That CIP entry will appear in at least one other physical form, usually as the record in the printed issues of a national bibliography, and may also appear in another physical form, as a record in machine readable form, on tapes, produced by one or other of the larger national bibliographic agencies, exchanged and used by the others. In today's environment of more and more publications, many and varying styles of book production, and more and more different outlets for book sales, the advantages of national CIP programmes working together in consultation and international co-operation are apparent.

It is in the context of this environment that the current national CIP programmes have been established and have flourished, CIP operations that differ from the early experiments in that they are now very much more a co-operative venture of publishers and libraries and where the advantages for both communities can be more readily assessed; CIP operations, too, that are clearly associated with and are usually part of the overall operations of the national bibliographic agency (or that bibliographic organization within the country that carries out the functions of such an agency).

1.4 International CIP Meeting, Ottawa, 1982

At the same time some of the consequences of the expansion of national CIP programmes - the increase in numbers, in extent, in scope - and of the world wide sales potential for publishers have come to present explicit and obvious problems for the library community - obvious from the very basis of CIP, more particularly the permanent CIP entry in the publication. National CIP programmes operate generally as part of a national bibliographic agency and are subject to the same legal requirements with regard to publishers and national library and bibliographic practices. But the present emphasis is on national practices in accord with international standards and international recommendations (see 1.3.2, 1.3.3): from this point of view the library community is in agreement that CIP is an international bibliographic programme and as such should be subject to the same requirements. As national CIP programmes have multiplied, it has become a matter of concern that there have been divergences in practice among CIP operations leading to differing CIP records. It was in order to examine the expansion of CIP programmes and to try to ensure a basis for the continuing international standardization of CIP procedures and the CIP record that an International CIP Meeting organized by IFLA in association with Unesco was held in Ottawa in August 1982.

At the 1977 International Congress on National Bibliographies some consideration had been given to CIP, and the recommendation was also made that CIP should be considered by international and intergovernmental organizations as one practical and possible way of improving the bibliographic control of their publications (see 1.5). The 1982 International CIP Meeting to some extent can be considered as a continuation of the 1977 Congress, differing in its limited scope and in the smaller number of participants. It also differed from the Congress in including among those participants publishers and members of other book trade organizations.

The Meeting examined and reviewed current CIP operations, considered the wider adoption and expansion of CIP programmes, possible adjustments in CIP procedures directed at establishing international CIP practices, and other

means by which national CIP programmes could better reflect the international implications of publishing. One direct and immediate outcome of the Meeting was a more accurate assessment of exactly how and to what extent the two partners in the CIP programmes, the libraries and the publishers, benefit. The particular recommendations of the Meeting are set out in Appendix A. Three of the recommendations suggested further work to be undertaken by IFLA and Unesco in the interests of standardizing further various CIP procedures: these *Guidelines* are the product of one of these recommendations and the results of the other two are discussed in subsequent chapters (see 3.6).

1.5 CIP and intergovernmental and international organizations

The 1977 International Congress on National Bibliographies, in considering the bibliographic control of the publications of intergovernmental and international organizations, recommended that:

> 'Intergovernmental and international non-governmental organizations should introduce cataloguing-in-publication schemes in accordance with international bibliographic standards (Recommendation 16);
>
> Intergovernmental organizations should co-operate in a joint effort to produce a current bibliography of all their publications (Recommendation 17).
>
> (*Guidelines for the national bibliographic agency*, Appendix B, p.4)

These recommendations reflect the increasing concern about the problems of the bibliographic control of such organizations, and since 1977 various steps have been taken, particularly within the United Nations, to consider ways by which such publications can be identified and recorded. For example, a recent step within the United Nations family has been the mandatory allocation of ISBN and ISSN to UN publications; another has been the creation of a union catalogue of UN serials based on ISSN and the records from the ISDS Register.

The basis of the first of these 1977 recommendations was to a very large extent the old original idea of CIP 'self-cataloguing book': in such international organizations could be found all the conditions suitable for establishing CIP when more often than not the organization was author, publisher and printer of the publications it produced; all the necessary bibliographic information was at hand within the organization to produce a high quality CIP entry - or even a full and authoritative 'recommended catalogue entry'. This is, in fact, the style of entry which some of the intergovernmental and non-governmental international organizations are producing. But the second stage of the CIP operation, the appearance of those records in a regular and reliable authoritative bibliography has not yet happened and awaits some of the studies and plans noted above. It is, of course, true that many international organizations are liable to the laws of the legal deposit of the countries where the organizations are located and in this way their publications may appear in a national bibliography as part of the national imprint (that of Switzerland, for example, because of the many international organizations located in Geneva). Such organizations may therefore accept inclusion in a national CIP programme.

2 How CIP works

2.1 Conditions for a CIP programme

Swindley in the 1975 CIP study set out a series of requirements and recommendations for establishing CIP, and it is worth while examining these in the light of developments in the past ten years, taking note of the varying national conditions in which CIP programmes have been established and have flourished.

Swindley considered that an effective CIP programme could only be established where there was:

- a relatively stable and efficient book trade;
- a national bibliographic agency possessing the resources of staff and funds able to carry out the centralized cataloguing of the country's national imprint;
- good relations between the publishing and the library communities;
- a high degree of conformity within the library community to accepted cataloguing standards;
- the possibility of initiating publisher education programmes with the aim of emphasising the common aims and purposes of the two communities;
- the possibility of undertaking librarian education programmes to ensure that CIP records would be used to the full with the overall aim of savings on a national scale.

The participants at the 1982 International CIP Meeting, in discussing these and other of the Swindley recommendations, recognized that they represented an optimum environment and the most hospitable of relationships between publishers and librarians, an environment and a relationship which was not yet present in some countries and which might never be reached in others. Yet the participants believed that the benefits of CIP were considerable and that there was a strong case for using the actuality of an ongoing CIP operation as one means of improving the environment and the relationship. That is, the requirements and conditions presented by Swindley could equally be considered as objectives; the CIP programme can assist a publishing industry to become better disciplined and more effective; and the appearance of CIP entries in publications and the CIP records in issues of the national bibliography can encourage the acceptance of agreed national cataloguing standards.

For a national bibliographic agency there are also the advantages of establishing a CIP programme and at the same time extending the range of the bibliographic functions carried out by the agency: for example, the CIP operation can be used as one way of implementing legal deposit stipulations; can be linked with the allocation of ISBNs; with the establishment of a national ISDS centre for the allocation of ISSNs; and with the maintenance of an authority file for national, personal and corporate authors. From this point of view, the Swindley conditions can be seen not as a handicap for countries where the publishing industry is not well organized, but rather as a framework within which to manouevre to achieve specified goals.

2.2 Some current CIP programmes

The notes given below about some existing CIP programmes highlight variations in organizational structure and administrative framework among the national CIP agencies, pick out some particular aspects of CIP operational practices, and provide an indication of the very different publishing and bibliographic environments in which CIP can be established and can work successfully.

The brief descriptions, which are very selective and are not at all comprehensive, have been based on the Background Papers prepared for the 1982 International CIP Meeting or its Working Document, and on comments made by participants during the meeting. References to other accounts of national CIP programmes can be found in the Bibliography. Some more recent documents are also noted. The notes are presented in what is a general chronological order, from the earliest established programme to the most recent.

Among the CIP programmes which are currently operational, the first to be established was that of the Soviet Union which began on a voluntary basis in the early 1960s and which has been mandatory for a wide range of publications since 1969. The programmes in Brazil and in the USA began in 1971, and in the decade of the 1970s other national programmes were established - including Australia, Federal Republic of Germany, Canada, United Kingdom. Some programmes are still limited operationally; for example, working with only a few publishers or a particular group of publishing houses such as university presses. Among the programmes which can not yet be considered as comprehensive are those in Colombia, Malta, Malaysia, Nigeria, New Zealand, and the Netherlands. The CIP programmes in the Netherlands and Nigeria are relatively new, and the programmes in Hungary, Ghana, and Jamaica are still in preparation.

In the People's Republic of China no CIP programme *per se* exists, but an alternative scheme, which suits the particular pattern of publishing in quantity in a very large and populous country, has some of the CIP elements and echoes those earlier proposals by Wheatley: a catalogue card service is provided by the National Library of Beijing with the cataloguing based on an early pre-publication copy of the book (seventeen million cards were provided in 1980).

2.2.1 USSR

The CIP programme in the Soviet Union is not only the earliest established but is that which differs most from other current programmes. It is completely decentralized with each publishing house producing CIP records for its own publications. The particular factor in the Soviet Union which makes such a system practical and efficient is the limited number of publishing houses and the correspondingly large number of titles which each produces. Librarians at each publishing house prepare the cataloguing records; alternatively, for the smaller state publishers, the CIP records are obtained from the regional book chambers or central state libraries. Uniformity of the CIP cataloguing has been ensured by establishing a GOST standard for all - GOST 7 4-69 - and by providing guidance through the work of the Lenin State Library which issues instruction manuals and organizes meetings and seminars.

2.2.2 USA

The American CIP programme, which is a co-operative venture between the Library of Congress, and US publishing houses, has expanded rapidly and successfully since it began in 1971. More than two thousand five hundred publishers have joined the programme and the number of CIP records prepared in a year is over thirty five thousand.

Publishers submit manuscripts or galleys or front matter on each new title to the CIP Division of Library of Congress. The CIP record is created by LC cataloguers. Within ten working days of the receipt of the information the CIP Division mails the publishers an abbreviated version of the record to be printed in the book. An automated version of the record is immediately distributed on the MARC tapes.

The scope of the programme is very wide in so far as publishers are concerned but is limited in respect of the types of publications covered: all monographic trade publications and monographic Federal Government publications are included, but not serials, mass market paperback originals and a wide variety of special types of published materials and translations.

The US CIP programme has been very widely described in library literature and was subject to an extensive survey on the use of CIP in more than one thousand two hundred libraries (*CIP survey final report*, 1982). The CIP Division has produced a small booklet aiming to cover all the queries arising from publishers in starting to use CIP and in all the queries they may have thereafter (*CIP publishers manual*, 1984).

2.2.3 Brazil

CIP in Brazil operates through two offices which are maintained and operated by the Brazilian publishing associations - the Câmara Brasileiro do Livro in São Paulo and the Sindicato Nacional dos Editores de Livros in Rio de Janeiro. This arrangement is in accord with the publishing and library environment of Brazil with the majority of publications emanating from one or other of the two major cities and where there has not been, until recently, a strong tradition of library/publisher co-operation. The Brazilian scheme also differs in that there is a fee-per-title basis for participating publishers. The two CIP offices publish lists of CIP records monthly and half yearly, and there is the possibility for the future that the Brazilian national library will publish a national bibliography monthly to include recent acquisitions, legal deposit titles and CIP records. Meantime, the lists provide a valuable bibliographic tool for booksellers as well as libraries. Because of the present limitations in the bibliographies in which the CIP records appear, the Brazilian CIP operations function very much as an aid to cataloguing and the Brazilian CIP entries in publications are very complete in bibliographic details, partly to compensate for the lack of national standardization in publishing and also for the lack of any alternative means of obtaining records.

2.2.4 United Kingdom

The British Library CIP programme began in 1975 and now includes more than one thousand publishers. The CIP record is prepared at the British Library based on information and documents supplied by the publishers and with a turn-around time of ten days. As the CIP data slip is returned to the

publisher, the details are released for input to the Library's bibliographic computer service, BLAISE LINE. The CIP records also appear in weekly lists of the British national bibliography (BNB), their appearance timed to appear two months before the proposed publication of the book described.

From the beginning of 1985 CIP records are assuming greater importance in the efforts of the Bibliographic Services Division of the British Library to achieve timeliness in its output of records, in the printed issues of BNB, and in the UK MARC record data base. In considering the changes to be made - in effect, to make the CIP record the major input source for the creation of reliable UKMARC record so that the CIP record 'will become the definitive national bibliographic record' - there was wide consultation of the library and publishing communities, with some evidence of general approval of the proposed changes.

The major problem facing the British Library in recent years has been the overall rapid and apparently never ending expansion in the publishing industry - the fifty one thousand titles published in 1983 represented an increase of eighteen percent over the number published in 1981 - and overall diminishing resources of staff and income.

The British Library has produced a small leaflet setting out the various problems and solutions posed in expanding the CIP programme (*Your questions answered*) and a *Cataloguing-in-Publication handbook for publishers*, 1984.

2.2.5 Australia

The CIP programme, which began in 1974 with a pilot project, is administered by the National Library of Australia as a centralized operation. The CIP Unit is that part of the Library responsible for the national bibliography, and it works in close collaboration with the national ISBN agency and the national ISDS centre. The programme has grown steadily with nearly two thousand publishers participating, and with a strong measure of public relations and careful personal attention from library staff to publishers. The CIP team is small and works to a turn-around time of three days; even in a country of considerable geographical distances, postal delivery services are efficient enough to guarantee this as satisfactory - three days for making the record and twenty four hours for its postal delivery.

2.2.6 Canada

The CIP programme in Canada at the moment consists of two centres, in Toronto and Vancouver, covering English language publications. Anticipated further expansion includes French language publications with the CIP operation based on the Bibliothèque nationale Québec, and also two further regional centres for English language publications. De-centralization of the total CIP operation has been accepted as the practical solution in a country so large and with regional areas of the publishing industry. At the same time, the National Library of Canada provides the overall co-ordination of the programme, and the maintenance of standards with the publication of the CIP records in the national bibliography, *Canadiana*.

2.2.7 The Federal Republic of Germany

The CIP programme administered by the Deutsche Bibliothek in Frankfurt-am-Main aims to maintain a German language programme rather than one with political limitations; publications of Austria and Switzerland are included. CIP records appear not in the printed issues of the *Deutsche bibliographie* but in a separate list, a method which the Deutsche Bibliothek considers has advantages for publishers and libraries, as well as providing an "advance-orders" bibliographic tool for booksellers.

2.2.8 Netherlands

A particular feature of the CIP operation in the Netherlands has been that it was set up at the same time as major changes were being made in the functional and administrative structure of the Royal Library with the establishment of a national bibliographic agency (Nederlands Bibliografisch Centrum) following the recommendations of the 1977 International Congress. The CIP office works in close proximity to the national ISBN office and this connection identifies the scope of the CIP operation. The basis of the operation is a combined ISBN/CIP data sheet which Dutch language publishers submit to the CIP office some two-three months before publication.

The CIP pilot programme started in September 1980, and since then has been gradually extended with further numbers of publishers invited to participate. Special features of the Netherlands programme are proving attractive to publishers; for example, the weekly list of forthcoming books, and in the future there is the possibility that the weekly CIP list will be included in the issues of the publishers' weekly journal. In addition, the CIP records are appearing in the national bibliography and are available in the data base of PICA and on tape.

2.2.9 Nigeria

The CIP programme in Nigeria became operational in May 1983 and has been set up and is administered by the National Library. In spite of the particular geographical and communications problems this has developed as a centralized operation; as a practical way of overcoming postal delays a supply of the CIP data sheets is left with each participating publisher with the proviso that if a CIP entry is not received from the National Library in two weeks, the publisher does not wait further. Consultation with the Nigerian Publishers' Association over the design and language of the CIP data sheet resulted in modifications of terminology to fit in better with publishers' usage.

2.3 Differences and similarities in CIP programmes

2.3.1 In administrative structure

The notes presented above show the variations in the administrative structures of existing CIP programmes, between centralized and de-centralized operations, national based and language based, those operating where good communications prevail and others where postal and telephone services can be less than reliable. It is apparent that there is the need to plan each CIP programme tailored to suit the particular geographical and economic conditions of the country as well as taking into account those more

pertinent matters of good library/publisher relationships and strong national library and bibliographic traditions. The participants of the 1982 International CIP Meeting, considering the Swindley recommendations and requirements in relation to actual CIP programmes, concluded that:

'- the norm for the operation of a CIP programme is likely to be a centralized system operated as an integral part of the national bibliographic agency;

- decentralized systems may be considered more suitable in some countries given certain geographic, economic and publishing conditions, provided that a central organization exists, or can be established, to provide the necessary overall supervision and quality control;

- the practicality of a co-operative CIP programme among a group of countries each with a small publishing output could be investigated, provided that a strong basis of bibliographic co-operation already exists and, as noted above, there is a single organization to undertake overall supervision;

- countries establishing CIP programmes should consider linking the national ISBN agency directly with the CIP operation, thus enhancing co-operation with publishers and improving national bibliographic control.' (*Report*, p.68-69)

The specific recommendations of the 1982 Meeting in respect of the organizational and administrative aspects of CIP programmes are expressed in Recommendation 1 (see Appendix A).

2.3.2 In operational procedures

Current CIP programmes differ not only in administrative and organizational structure but also, naturally enough, in scope and extent. Yet all the programmes, large and small, decentralized and centralized, language or country based, have the same operational base and in many cases similar and even identical work routines and procedures. All CIP agencies also have similar specific queries in their relationships with their contributing partners, the publishers, and with their own community.

With all CIP agencies some of the continuing discussion points are:

- how to maintain a speedy and efficient service;
- how to explain to publishers the value and advantages of CIP;
- how to determine the eligibility of publishers to join the programme;
- what is the earliest available information or documents on which the CIP record can be made;
- what is to be the turn-around time for the receipt of the documents and information and the return to the publisher of the CIP entry for insertion in the publication;
- in relation to the information or documents received how complete or short should the CIP record be;
- in what form of the national bibliography or in what other listing are the CIP records to appear;
- what is to be the time sequence between the proposed date of publication of the book and the appearance of its CIP record in the national bibliography;
- how to check that CIP publishers remember legal deposit requirements after publication of the book;

- in what way are the CIP records to relate to the authoritative and comprehensive record of the publication in the national bibliography;
- once the CIP programme has been established and has shown its value to publishers and to the library community, how should it be extended: by publisher and/or type of material published.

All these points were discussed at the 1982 Meeting with recommendations, and will be considered further in these *Guidelines*.

2.4 Scope and range of CIP programmes

2.4.1 Starting the programme

Current CIP programmes have all developed gradually, starting with a nucleus of larger publishers, even in some cases with only one or two, and gradually increasing the number of publishers as interest has spread and as the CIP agency has established its routine and found it possible to increase the work flow and maintain the time table of receipt and turn-around time. All have concentrated in the first instance on establishing CIP records for monographs (books), the most universal of library material, books that are commercially produced and are available through the usual book trade channels: that is, sold in bookshops and other retail outlets. As the first and primary emphasis of CIP is to aid the library community and to speed the timeliness of records in the national bibliography, such concentration on books is necessary.

2.4.2 Extending the programme

The close relationship between CIP programmes with the national bibliographic agency producing the national bibliography has been noted, and in some countries the coverage of publications for inclusion in the national bibliography is still limited to books. From this point of view the extension of CIP programmes may be closely linked with the extension of coverage of the national bibliography. It is worth noting the recommendation of the 1977 International Congress on National Bibliographies:

> 'National bibliographies, as a minimum, should include the records for monographs and first issues and title changes of serials, including official publications, of the national imprint; other categories of materials should be included as rapidly as possible to meet the requirements of the national library community and the resources of the national bibliographic agency.
> (*Guidelines for the national bibliographic agency*, Appendix B, p.2, Recommendation 5)

Discussions on extending a CIP programme will be made taking into account the two major points noted in the recommendation above - 'the requirements of the national library community' and 'the resources of the national bibliographic agency'. First considerations are likely to be extending the range of publishers producing monographs of a 'non-commercial' nature (for example, learned societies, universities, institutes); thereafter, official publications; serials, and 'non-book materials'.

2.4.2.1 Official publications

In many countries government publishing constitutes a major segment of the total publishing industry, and the 'Government Printer' may be the largest single publisher, producing a range of publications well outside the scope of the usual definition of 'official publications'. However, because in some countries the publications of the Government printer are not subject to legal deposit, such publications may be outside the scope of the national bibliography. In other countries only limited kinds of 'official publications' and other products of government printing may be included in the national bibliography, and hence could be included in a CIP programme, because of the special nature of such publications: some are strictly 'confidential'; many are ephemeral in content and in physical form; others are 'published' with speed, even overnight; many are distributed free. From the very nature of the organization of government printing it is not easy to persuade such printers of the advantages of quick CIP recording to increase sales; such printers are generally part of the government administration with their main attribute a sense of responsibility as a public service organization rather than a sense of entrepreneur.

On the other hand, as noted above, many of the products of such printers come within the general requirements of the library community. Discussions with a government printer about joining a CIP programme can be seen as part of the larger problem of agreeing which categories of official publications should be included within the scope of the national bibliography. It is worth noting that the American CIP programme includes 'monographic Federal Government publications'.

2.4.2.2 Serials

Serials are generally outside the scope of most of the current CIP programmes, even where new serials or serials with title changes are recorded in the national bibliography. The reasons for not including serials in CIP programmes are practical; a CIP entry in an issue of a serial is of no great value to the library community, and in any case the CIP entry in a first issue may have little relevance to subsequent issues. To some extent the registering of serials in the International Serials Data System (ISDS) through national serial centres provides, if not a brief catalogue entry, at least the means of identifying the serial through the ISSN and the 'key title', the unique title for that serial. In this respect there can be seen the advantage of extending a CIP programme by reiterating to publishers the requirement to register new serials and title changes of serials with the national serial centre and then making sure that ISSN and key-title are included in each issue.

It is worth noting that the British Library CIP programme, which does include first issues of new serials and of serials with changed titles in BNB, requests that serial publishers notify the national serial centre of new publications and asks for ISSN and key-title.

2.4.2.3 'Non-book materials'

The range of 'non-book materials' is constantly widening with new styles of publishing and new physical forms of 'publications' (that is, items of informational content produced in multiple copies for distribution) being

designed and made available. The particular problems of such materials are that they may not be identified or distinguished in legal deposit stipulations, and hence do not appear in the national bibliography and are not eligible for inclusion in a CIP programme linked with a national bibliographic agency. There is also the fact that in many cases it can be difficult to determine just exactly what constitutes 'the verso of the titlepage' for the inclusion of the CIP entry on or in or within the material. Yet such material is recognized as difficult to catalogue, and even more difficult to maintain a standardized approach to its cataloguing.

Where the records for such materials are included in the national bibliography, they could also be included in a CIP programme in so far as pre-publication records could appear, assisting the acquisitions and marketing of the product: but without the inclusion of a CIP entry in the product that would make for a 'self cataloguing non-book publication'.

2.4.3 Conclusions and recommendations

The participants at the 1982 International CIP Meeting in discussions on the ways in which CIP programmes should be extended and on the types of materials for inclusion which would most benefit the two communities, concluded that:

' - current CIP programmes should concentrate in the first instance on applying CIP to commercially published monographs (books) where the element of selection is greatest in the acquisition process and where the largest saving of cataloguing effort is to be anticipated. CIP agencies, in planning the extension of their programmes, should as a first priority, aim to extend this coverage by including as many book publishers and as many titles as possible. Consideration should also be given to the inclusion of other forms of library material, taking into account the complementary nature of the coverage of materials included in the national bibliography;

- CIP agencies should consider extending their CIP programmes to non-commercial publications such as those of research institutes, associations and other organizations;

- CIP agencies should consider initiating discussion with government publishers to determine the extent to which CIP operations can be applied, to determine the categories which it is practical to include, and the mechanism to be followed;

- CIP agencies should consider the extension of their programmes to a variety of non-book materials if they are included in the national bibliography. For those kinds of material where it seems impractical to include the CIP entry on the material itself, the CIP data should still be assigned and recorded in the national database or national bibliography;

- for serials, practical problems have meant that they are, by and large, excluded from CIP programmes unless they can be comfortably accommodated. Publishers of serials should be encouraged to register serial titles for ISSN and key-title and to ensure that information about frequency and past publishing history is included in each issue. Such promotion should be undertaken within the framework of ISDS.'

(*Report*, p.80)

The specific Recommendations of the Meeting with regard to coverage are set out in 1.2-4 (See Appendix A).

3 Preparing the CIP record

3.1 The basis of the CIP record

3.1.1 Pre-publication documents

The national bibliographic agency has as its primary responsibility the preparation of the national authoritative bibliographic records which are made after examination of the publications themselves, not from information taken from publishers' lists, advertisements, etc. (*Guidelines for the national bibliographic agency*, paragraph 6.1, p.8). The exception is, of course, CIP records which can only be made based on the pre-publication information which is available to the publisher and which the publisher supplies to the CIP agency. It has been a matter of continuing discussion among CIP agencies and publishers to determine what information should be supplied on or in what kinds of documents, and to equate the accuracy of that information in relation to the time span of the CIP operation.

During the relatively short life time of the existing CIP programmes there has already been the need for a re-examination of the information required and re-adjustments to determine at what stage in the cycle of book production should that information be made available. Some of these adjustments have come about because rapid changes in the technical processes of book production have made some forms of pre-publication documents almost obsolete. It would seem, looking ahead to further developments in book production - computer composition, data base publishing, on-demand publishing, electronic publishing - that there will be a continuing need for CIP agencies to re-evaluate and re-assess patterns and schedules of the work flow of CIP operations. It would also seem, looking back, that there has been something of an historical pattern emerging which relates an inverse ratio of completeness of documents with speed in turn-around time.

For the 1958-59 Library of Congress CIP experiment the basis of the CIP record was established as page proofs, hence reducing to a minimum the possibility of late changes to the book's content, title, etc; at the same time, in order not to disrupt the publisher's production schedule, the CIP unit offered a twenty-four hour turn-around period. In 1971, when the present LC CIP programme was established, galley proofs were considered adequate. None of the current CIP programmes now require page proofs, and a number are prepared to accept less than galley proofs, such as copies of proposed titlepage or preliminary pages. On the other hand, the ideal of the twenty-four hour turn-around has proved impossible to maintain, and the time scale for the existing programmes varies from the minimum of three days (Australia) to ten days (UK and USA).

Even when it was proposed that the CIP record be prepared from page proofs, it was accepted that some details of the publication might still be unknown; and also that, in order to complete the CIP record, other bibliographic information which the publisher might have at hand would be required, such as information about the author. As the processes of preparing the CIP record have moved earlier into the publishing schedule, so the likelihood of changes to text, to titlepage, to contents, increases. With the new forms of publishing there may well be occasions when the publisher will have little printed evidence about the forthcoming publication, may not have a manuscript from the author but only an outline proposal of what the book will be.

The CIP agency, in discussing with publishers which pre-publication documents should be supplied, must take into account what are the resources of publishers to reproduce and supply copies of titlepages, preliminary pages, etc: for example, in some countries copying machines are not generally found in offices and in others limitations of paper stock may inhibit publishers from sending more than the very minimum of copied documents. In such environments the CIP data sheet (see below) by itself may be the more realistic requirement to ask.

3.1.2 The CIP data sheet

The CIP agency, in order to prepare an accurate pre-publication record, needs to receive from the publisher advance information about the contents of the book (subject matter, type of work) and its author (names, other identifying details), marketing details (ISBN, price), and its proposed physical appearance (pagination, size, binding). To obtain this information, all CIP agencies now follow the same solution, asking publishers to provide such information in addition to pre-publication documents, by completing data sheets designed by the CIP agencies to satisfy their requirements. These CIP data sheets serve also as an *aide memoire* to the publishers and the CIP agencies; and at some later stage can show the basis on which the CIP record was made.

The general requirements of all CIP agencies in order to make a CIP record for each publication are, therefore, that the publisher:

- supplies to the CIP agency available documents such as:

  prepared mock-up of the titlepage and titlepage verso; copy of some or all preliminary pages, including preface, contents; pre-publication promotional material; jacket cover; ISBN (in those countries where publishers allocate their own ISBNs);

- completes the CIP agency's data sheet, giving further information such as:

  proposed date of publication; price; bibliographic details relating to authorship; physical details of the publication, approximate pagination, index, illustration, binding; details about the content of the work contained in the book; details relating the publication to other editions of the same work.

The CIP agency may indicate to the publisher which of these details are essential, which are merely helpful. For example, for many CIP agencies it is important to know the planned layout of the titlepage, and this may be emphasised, explaining to the publisher that the layout and style of titlepage can determine how the publication will be catalogued and which author names appearing on the titlepage will be presented as 'principal author' (see 3.2).

It is also necessary in the CIP data sheet - or in an accompanying document - to set out clearly the responsibilities of the publisher in relation to the CIP for each publication.

The publisher is also asked:

- to inform the CIP agency of any major changes to the publication which are made after the original application for the CIP entry has been sent: for example, changes to title; titlepage layout; significant changes in pagination, price; that is, if the original publication seems to be becoming an altogether different book;

- to accept the CIP record as received from the CIP agency and to reproduce it on the titlepage verso exactly as it is in respect of punctuation, layout,capitalization;

- to maintain the time schedule established with the CIP agency,

and is reminded of legel deposit stipulations after publication.

The participants at the 1982 International CIP Meeting recognized the great similarity in the CIP data sheets in use among the CIP programmes and discussed the advantages in agreeing on a standard sheet which would satisfy the requirements of all CIP agencies and which would also serve the long term aims of trans-national publishers wishing to participate in more than one CIP programme (see 3.5). The participants concluded that:

' - a standard international CIP data sheet with language variants, was feasible, and work to produce it should proceed with speed.'
(*Report*, p.85)

See also Appendix A, Recommendations 3.1 and 3.2. This is discussed further in 3.6.2.

3.2 Organizing CIP cataloguing and subject indexing

3.2.1 In the centralized CIP programme

In those countries where the CIP programme has been established as an extension of the national bibliographic agency, the organization of the CIP unit in relation to the work flow, staffing and cataloguing practices of the bibliographic agency as a whole will be relatively straightforward. It is apparent, for example, that the cataloguing practices and bibliographic standards that will be used in preparing the CIP record will be those used in making the authoritative record for the national bibliography; with a similar pattern for the classification schedules and other indexing sequences followed in assessing the subject content of the publications, whether or not CIP. The distinctions here will be the practical ones already noted in 3.1 that the cataloguers make a CIP description based on pieces of paper and elements listed on the CIP data sheet - an exercise in judgement for cataloguer and subject index specialist which is not without difficulties, and possibly a degree of frustration and boredom which is missing from the usual cataloguing processes.

In the centralized CIP operation, therefore, the major problem will be establishing the work flow for CIP records in relation to a stipulated turnaround time and in relation to the appearance of the publication and of its CIP record in the national bibliography. The choice for the agency may well be between setting up a separate CIP unit of cataloguers and classifiers who undertake all the tasks in the preparation of the CIP record, hence making

for a reasonable assurance of smooth flow and quick return; or arranging that CIP requests from publishers are fitted into the normal sequence of cataloguing and classifying operations within the agency, with the difference that they are given priority treatment and their speedy progress through the departments is carefully checked.

For CIP programmes with a limited number of records, or limited number of participating publishers, for example, a CIP operation in its first phase (see 4.4), the second solution is clearly the more economical and most practical; with the added advantages that all the staff of the bibliographic agency will have the opportunity to learn the CIP operation and be better able to check publishers' requests and the weaknesses or otherwise of the documents offered. In these cases the CIP designated staff within the agency can be limited to one or two who will be engaged in publicity for the programme, in maintaining cordial relations with publishers, and in ensuring overall a smooth CIP workflow.

In the larger CIP operations, the first solution of a separate CIP cataloguing and classifying unit may prove the more effective and efficient: all the CIP bibliographic operations are concentrated in the one small group; with the added and necessary proviso that there is constant liaison within the agency to ensure that there is maintenance of the established cataloguing practices, and that subject expertise is available when necessary.

3.2.2 In the decentralized CIP programme

In the CIP programme which is a decentralized operation the first necessity is to ensure that cataloguing standards and practices for the whole are agreed, and that there is an overall understanding and commonality of purpose in maintaining those standards. This may well be achieved through periods of training and discussion for staff of all the CIP centres together, with the establishment of the agreed practices and standards to be followed. There will also be the continuing need to maintain those standards over a long period and to ensure the quality of the CIP operation; from this point of view, there are advantages if the decentralized operation has a central CIP supervisory unit. There are also the advantages, as in Canada, where the decentralized CIP programme is integrated as part of the national bibliographic agency producing the national bibliography.

One of the tasks of a central CIP supervisory unit will be to prepare and maintain a manual of CIP policy, including information on the scope of the programme, cataloguing practices and standards, filing practices, authority files for corporate and geographic names, uniform titles, codes for participating publishers. This manual can then be used as their internal procedures manual by the CIP centres, and parts can be extracted for use in discussions with publishers. The CIP supervisory unit may also organize the seminars and training courses for all CIP staff. As the central point of the programme, it may also accept overall responsibility on behalf of all the CIP centres and may liaise with library organizations within the country to ensure that as far as possible the CIP programme is operating within the framework of accepted national cataloguing practices and bibliographic standards.

3.3 The CIP entry in the publication

As discussed in Chapter 1, the origins of CIP lay in the appeal of the 'self cataloguing' book, a permanent record incorporated by the publishers for the use of librarians on the back of each titlepage, setting out exactly how the book should be catalogued and the record that should appear in card catalogues. The CIP entries set out carefully and fully, sometimes contained within ruled lines so as to reproduce a catalogue card, would, it was anticipated, cut down the time of cataloguers in those libraries where there was a pool of professional staff; would aid those libraries where no professional staff were present; and would be of assistance in standardizing national practices in cataloguing. It has always been accepted that certain elements of the CIP entry in the book are more valuable and more important than others; and of most value are those where there could be doubt, confusion, and lack of information: that is, the selection of the 'principal author' and explicit details of an author's name. Details in the CIP catalogue entry which can be found or checked from examination of the publication are obviously of less importance - and, indeed, can lead to frustration if there should be variations between the details printed on the back of the titlepage and the actual facts as provided by quick examination of the physical object, the book.

Both the strength and weakness of the CIP entry in the book lie in the fact of permanence: it is there to assist librarians for as long as the book exists, but will be of little or no value unless the information it provides is accurate and consistent, within the known limits of current cataloguing practices followed by the CIP agency. Similarly for the other information which the CIP entry may contain, information concerning the subject content of the book, which can be of great value, provided that the classification scheme used or the subject headings set out, are still current.

As has already been discussed, however, the majority of CIP records now appear in more than more place, and the first CIP entry, that in the book, is now considered by many librarians, and more particularly by publishers, to be of less importance than the other, that which appears in the national bibliography, in printed issues and in machine readable form on MARC tapes (see 3.4). But in certain circumstances and in some countries the CIP entry in the publication is still of importance as an aid to cataloguing or as an actual catalogue entry. In Brazil, for example, where the national bibliography has not been appearing frequently, librarians rely very much on the full information provided in the CIP entry in the book; in Malaysia where publications can appear in several languages and scripts and where the pattern of name usage is not well established, the CIP entry is invaluable in assisting the standardization of name practices. A survey of libraries making use of CIP records conducted in preparation for the 1982 International CIP Meeting showed that librarians, when using CIP entries in the book, were aware of 'inaccuracies', accepting that some were the result of actual changes in the publication between the time the CIP entry had been prepared and the book appeared (publishers' changes) while others were likely to be differences in cataloguing practices. It followed that for the majority of librarians the CIP entry in the book was considered as an aid to cataloguing, not a record to be reproduced unchanged.

At the 1982 Meeting the participants in their discussions on the CIP entry in the book concluded:

' - the CIP record in the book is mostly used as the *basis* for cataloguing, not as a complete record;

- the separately available CIP record is used in preference to the record in the book as the catalogue record, particularly when it is available in MARC form with the expectation of replacement by the definitive record;

- the elements of the CIP record considered most useful are those relating to name headings and subject analysis;

- while recognizing the discrepancies inherent in CIP, cataloguers have yet expressed their interest in having more elements included in the book; and

- a distinction should be made between the two forms of CIP record.'

(*Report*, p.72)

It was one of the major aims of the 1982 Meeting to discuss the possibilities of establishing an international standard format for the CIP entry in the book; this is considered in 3.6.1. See also Appendix A, Recommendation 2.2.1.

3.4 The CIP record in separately available form

As already noted, it is now possible to find the CIP record outside of the publication, and the most usual is as a CIP record in the printed issues of a national bibliography; and also appearing, in some CIP operations, in machine readable form in a data base which is the source for the national bibliography. The fact that CIP operations have become so closely identified with the production of the national bibliography is in part because of the technical changes in the preparation of bibliographic records and production of the national bibliography, but more particularly because of new approaches towards the problems of improving national bibliographic control (see 1.3.2).

These two forms of the CIP record - that in the publication and that which is separately available in some form of the national bibliography or other published list - are different in substance and serve differing functions. The CIP record separately available is temporary and transitory; once the publication has appeared it can be revised and upgraded, and the new record can replace the CIP record in a machine readable data base and can appear as the authoritative record in later issues of the national bibliography. The CIP record separately available, in addition to serving as an aid to cataloguing, functions also as a source for selection and acquisition - a function that is growing in value for both librarians and publishers.

As the functions differ, so it is apparent that these functions are better served by the inclusion of differing elements of information in the two forms of CIP record. As already noted, there are disadvantages when the CIP entry in the publication includes information that is not accurate, such as pagination. But it is just such information, which can be approximate rather than exact, which enhances the CIP record separately available as a source for selection and acquisition; it can, for example, be important for the acquisitions librarian to know that an approximate price will be within a budget, fifty dollars not five hundred dollars.

It is this second function of the CIP record separately available that has most attraction to publishers, more particularly when CIP records can appear in machine readable form in the data bases of the bibliographic agencies of several countries; and/or in specially published lists (see 3.4.1.3).

It must be recognized, however, that CIP records as an aid to acquisitions are competing with, but can also enhance, old established and more comprehensive bibliographic tools. Many sources of pre-publication information exist and are widely used, such as book trade journals, publishers' advance catalogues and leaflets, and the 'Forthcoming books' kind of publications. In most libraries CIP records are used for book selection purposes in addition to these other sources - with the advantage of the CIP record as an aid in assisting in consistency and accuracy in book orders.

At the 1982 International CIP Meeting the participants in their discussions on this second function of the CIP record concluded:

' - the CIP record in separately available form has become a valuable aid in selection and acquisitions; it is used in conjunction with other forms of pre-publication information;

- its use in selection and acquisitions procedures is valuable in providing a significant benefit to publishers, thereby encouraging greater publisher participation, extending CIP coverage, and leading to an overall improvement in national bibliographic services;

- the demands of the selection and acquisitions procedures require information which may not be fixed at the time the CIP record is prepared; for the purpose of assisting the selection and acquisitions procedure approximate information is preferable to none in the separately available CIP record used for selection and acquisition. (*Report*, p.75)

See also Appendix A, Recommendation 2.3.1.

3.4.1 The CIP record in the national bibliography

Only the CIP record separately available, not the CIP entry in the book, serves as an aid to acquisitions, and it is important to emphasise that this function is not limited to CIP records in machine readable form. It is, however, dependent upon the early listing of the separate CIP record in an issue of a national bibliography or in some other listing of CIP records. The physical form of the production of the national bibliography or other published list is not relevant - whether typed and duplicated, printed, or in machine readable form; what is important is the regularity of its appearance and the currency of its contents.

3.4.1.1 The possibilities of 'abbreviated records' appearing in the national bibliography are discussed in the *Guidelines for the national bibliographic agency*. They can be the results of a CIP programme; or can originate from a source outside of the bibliographic agency; or can be descriptions of certain categories of ephemera or minor interest materials; there is also the possibility that for international exchange purposes for some limited

categories of material full records are made for national use and only abbreviated records included in the international tapes available for exchange purposes. The *Guidelines* conclude:

> 'The agency may in consequence by involved in a two or three-step selection process: first, of the categories of materials to be included in the national bibliography [para 17 discusses the categories of publications to be recorded in the national bibliography as part of the national imprint]; secondly, of those categories for which only abbreviated records will be prepared; and possibly, thirdly, of those categories of materials for which a comprehensive record will be made, but an abbreviated record only will be available for international exchange.
>
> It is apparent from the above that in all cases where the records are less than comprehensive there is the necessity of identifying the *status* of the record whether it appears in the printed national bibliography or in machine readable form, with some form of coding to show, for example, that it is a CIP record or from a decentralized source.
>
> There is also the necessity for those records which are to be re-placed or upgraded (as with CIP records) for the agency to establish the method and machinery of repeating the comprehensive record, and to include a statement in issues of the printed national bibliography of how this is done.'
>
> *Guidelines for the national bibliographic agency*, paras 21.6-21.8, p.31)

3.4.1.2 As set out in the *Guidelines for the national bibliographic agency*, the responsibilities of the agency in respect of national *authoritative records* and national CIP records can be summarized thus:

The *authoritative bibliographic record* is prepared after examination of the publication itself;

- the *authoritative bibliographic record* is comprehensive and includes bibliographic details required in a wide range of library processes.

The CIP record is an 'abbreviated record' prepared on the basis of pre-publication documents and information supplied by the publisher on a CIP data sheet designed by the CIP agency;

- the CIP record returned to the publisher for entry in the publication is limited to those elements known definitely, or as definite as possible, at the time the record is made;
- the CIP record which is to appear in the national bibliography can be extended to include elements that are approximate, but are useful in the processes of selection and acquisition;
- the CIP record appearing in the national bibliography is distinguished in some way to show that it is an 'abbreviated record'.

When the publication for which a CIP record has been made appears, the *authoritative bibliographic record* of the publication is prepared to take the place of the CIP record; this may be done either by upgrading the CIP record or by replacing it by a new comprehensive record;

- the way in which the CIP record will be upgraded or replaced is the decision of the national bibliographic agency, taking into account the style in which CIP records appear in issues of the national bibliography and on the form of production of the national bibliography.

3.4.1.3 It is the decision of the national bibliographic agency to determine in what style CIP records will appear in printed issues of the national bibliography:

either - CIP records can be included with national authoritative records in one sequence or within one issue; each CIP record is clearly identified as 'CIP' within the record; each CIP record included in the sequence is identified by some marking or coding, such as an asterisk:

for example: in the *British National Bibliography* CIP records are integrated in one sequence with other records; each CIP record is preceded by an asterisk beside the entry element; within each CIP record at the end of information pertaining to ISBN (Area 8) is the note 'CIP entry'.

or - CIP records can be listed separately, cumulated, and can be published as a supplement of the national bibliography or as an insert, identified as 'CIP supplement':

for example: in the CIP programme of the Deutsche Bibliothek CIP records are listed separately from the main sequence of the *Deutsche bibliographie*; this separate list appears weekly, with monthly, bimonthly and three monthly cumulations.

The second method can be considered practical when, as in the case with the German CIP programme, there are enough CIP records to warrant the appearance of a separate published list. Such a separate list has the additional advantages of ease of handling for the librarian in checking forthcoming publications and is one way of making the CIP programme better known. A separate list can also be incorporated into other pre-publication lists, such as those appearing in publishers' and booksellers' trade journals. In countries where the national bibliography appears less often than quarterly, as recommended by the 1977 International Congress, the publication of separate lists of CIP records either produced by the CIP agency (as in Brazil) or by publishers or publishers' associations seems the better solution.

The first method, to include CIP records in one sequence of the national bibliography, has advantages when the issues appear regularly and frequently, either weekly or monthly, and the whole issues with all the records in it can be considered as a guide to new, as well as forthcoming, publications.

3.4.1.4 It is also the decision of the national bibliographic agency, in consultation with publishers and publishers' associations, to determine at what date prior to publication the CIP record should appear in the national bibliography; that is, establishing the time scale of the CIP operation as a whole:

- how far in advance of publication the publisher should send documents and completed CIP data sheet to the CIP agency;
- how long is to be the turn-around time for the preparation of the CIP record;
- how far in advance of publication should the CIP record appear in issues of the national bibliography in order to be as useful as possible:
  - to librarians for selection and acquisitions;
  - to publishers for advance orders and pre-publication distribution.

As already noted in 3.1, among present CIP programmes the minimum time for the preparation of the CIP record is three days, the realistic maximum is ten days. Experience and discussions with publishers has shown that the appearance of the CIP record two months before publication is most effective for libraries and others using the records for acquisition purposes (British Library experience).

Recommended timetable for the preparation of the CIP record:

- publisher notifies CIP agency of new publication, with copies of pre-publication documents and completed data sheet twelve weeks (minimum) before the intended date of publication;
- CIP agency prepares the CIP record and returns the completed CIP entry which is to be printed on the verso of the titlepage within ten days;
- publisher notifies CIP agency if any major changes are being made to the intended publication;
- CIP agency amends CIP record in accordance with changes;
- CIP record appears in issues of printed national bibliography and in national bibliographic data base within one month of preparation of the record and two months before actual publication date.

3.4.1.4 It is the responsibility of the CIP unit within the national bibliographic agency to watch over CIP records in relation to the national authoritative records and to consult with publishers about delays or the non-appearance of a publication. When three months has elapsed after the appearance of the CIP record and no authoritative record has been issued and no publication identified with the CIP record has been deposited at the national bibliographic agency, there will be the need to check with the publisher:

- has the publication been postponed or cancelled;
- has the title been so drastically changed that the CIP record has no relationship to the record of the actual publication;
- is the CIP record the notification of a ghost publication which is never going to appear.

3.4.1.5 At the 1982 International CIP Meeting the participants in their discussions on the CIP record in relation to the national bibliography concluded that:

- CIP agencies should consider publishing a separate CIP 'forthcoming books' list in addition to, or instead of, integrating CIP data into the national bibliography, where this seems justified in the light of the particular bibliographic and publishing conditions in the country concerned. (*Report*, p.75)

'- it is for the national bibliographic agency to decide whether CIP records are integrated in the listing of the national bibliography or appear as a separate list, depending upon the nature of the bibliographic services and the resources of the agency;

- CIP records should not generally appear in annual or final cumulations of the national bibliography.' (*Report*, p.83)

3.5 The CIP record for the trans-national publication

The increased interest on the part of publishers in CIP as marketing potential has in part been a consequence of the increased number of publishers with organizational bases spanning one or more continents issuing publications that are the products of more than one nationality. It is true that publishing has always transcended boundaries of country, language and continent, and during the past century many of the larger old established publishing houses have been international in their choice of authors and worldwide in the range of their markets and the locality of their editorial offices. More recent has been the spread and growth of trans-national (or multi-national) publishing whereby identical texts of a work are produced simultaneously, or nearly so, either by one or more publisher or by a multi-national publishing house, in two or more countries.

Each CIP programme can be considered as part of a national bibliographic programme with its purpose to record the 'national imprint'. A publication appearing simultaneously in two or more countries at the same time with identical text but possibly different imprints, can be considered as belonging to the 'national imprint' of each of those countries and is presumed to be subject to the legal deposit stipulations of each country; with thereafter the right to authoritative records appearing in the national bibliography of each country - and when they exist, the CIP programme of each country. This solution offers the possibilities of multiple authoritative records for one publication.

Three queries associated with the trans-national publishing house and the bibliographic records of its publications are: the requirement to comply with legal deposit in how many countries; the appearance of the authoritative record in which or how many national bibliographies; and, in relation to the second, participation in which or how many CIP programmes. These problems are not new, but have become much more acute because there are now many more trans-national publishers and there is increased recognition of the value of the record in the national bibliography and, of even greater importance for the trans-national publisher, of the CIP record appearing in advance of publication in one or more national bibliographies or national bibliographic data bases. These are problems that have particularly affected the two major CIP programmes of the USA and the United Kingdom, and over the years some pragmatic and working solutions have been reached.

In essence, it is agreed, the solution rests with the publisher. In the procedure for participating in a CIP programme the initiative comes from the publisher who sends advance documents to a particular CIP agency. The decision of which CIP agency is usually determined by the publisher on the basis of

'pride of place', that is, the place where that publisher's office is situated which has primary responsibility for the creation and publication of the title. Thereafter, the decision to obtain additional CIP entries seems also to rest with the publisher. It cannot be left to the CIP agency to try to establish a rule for or against multiple participation in a programme which is essentially a co-operative venture of the library and publishing communities.

Certainly, when a publisher participates in more than one CIP programme and obtains CIP records for one publication from several CIP agencies, then each CIP record will appear in the data base associated with each agency and in the printed issues of the different national bibliographies. It has also been the practice for each of the several CIP entries to be printed on the back of the titlepage of such products of trans-national publishing.

The consequent problems are much more obvious and of much greater concern than any of the others that have so far emerged as CIP programmes have developed worldwide. The result of multiple participation in CIP programmes is apparent in permanent CIP entries on the back of the titlepage, and is less than satisfactory to either participating partner: publishers cannot find it easy to accept the unsightly clutter of two or more CIP entries on the verso of a titlepage; CIP agencies cannot be pleased when cataloguing variations of practice are shown in so public a place; and libraries must find it difficult to make use of information provided in different forms. Differences in the CIP entries which are displayed prominently on the verso of titlepages of publications of trans-national publishers have been considered as a major handicap in the acceptance of CIP as a worldwide programme of universal relevance.

At the 1982 International CIP Meeting these problems were discussed at length by the participants, and the following solutions were reached for publisher participation in more than one CIP programme (see also Appendix A, Recommendation 1.6):

' - publishers participating in national CIP programmes and involved in trans-national publishing should obtain at least one set of CIP data for their publications;

- 'pride of place' should be the normal but not the obligatory criterion for the publisher's choice of CIP agency with primary responsibility for providing CIP data;
- one national CIP agency should be responsible for providing the primary CIP data for a title;
- publishers should be encouraged to request secondary CIP data from other CIP programmes wherever their titles are published, providing that they maintain an office in those countries and the countries are represented in the imprint of each title submitted;
- publishers should only be *obliged* to print the primary CIP data in the book, but should be encouraged also to print secondary CIP data from countries where their library market is substantial;
- publishers who have received secondary CIP data but who have opted to print only the primary CIP data in the book, should be required to print also a statement indicating that alternative CIP data is available;

- publishers should in the near future be given the opportunity to request appropriate secondary CIP data by a single submission to the CIP agency responsible for the primary data;
- CIP data should be provided in databases or printed bibliographies associated with the CIP agency for all works submitted to it irrespective of whether the work may also be listed elsewhere.

(*Report*, p.77-78)

The participants also in consideration of acute and sometimes embarrassing consequences of more than one CIP entry on the verso of the titlepage proposed that:

> 'CIP agencies should make every effort to influence their national library community to work towards the goal of internationally accepted standards, so that CIP data can be prepared once, and distributed immediately to the international library community for use in acquisitions and cataloguing activities. IFLA should be urged to continue to support this effort.' (*Report*, p.77)

3.6 International standards for the CIP record

3.6.1 Standard format for the CIP entry in publication

As noted in 3.2, the cataloguing practices and bibliographic standards followed by each CIP agency in making CIP records are those already in use within the national bibliographic agency and/or the national library community. There will be divergences among the CIP records created by different CIP agencies in just the same way as there are differences among the full authoritative records appearing in issues of various national bibliographies which reflect differing cataloguing practices and different cataloguing codes.

In looking to promote CIP as national programmes that are co-operative ventures of libraries and publishers, it is as well, however, to consider how closely national cataloguing practices now follow internationally established standards and practices: for example, the cataloguing codes now in use worldwide are established on the same principles and follow the same descriptive practices making use of the ISBD; some multi-national codes, such as the *Anglo-American cataloguing rules* (2nd edition, 1978) (AACR2) and the *Regeln für die Alphabetische Katalogisierung* (RAK), are in use in many countries and serve in place of an 'international cataloguing code'.

The special problem with the CIP record is that the results of differing cataloguing practices can be encapsulated in the CIP entry in the publication. As already noted, the particular uncompromising characteristics of the CIP entry is that it is there for as long as the book exists, and every error or divergence of practice, which may arise from a change in national cataloguing rules or actual mistake, remains on show. Even more unfortunate from the point of view of the international library community is the cluster of differing CIP entries appearing on the verso of a trans-national publication, which exaggerate differences in cataloguing practices rather than highlight similarities.

At the 1982 International CIP Meeting participants in discussing the special problems of international standards for the CIP operations which would assist in the development of the programmes and make sense to both the library and

publishing communities agreed that there was a basis for developing a common format for the CIP entry in the book:

> ' - a uniform layout for the CIP record in the book would do much to indicate to readers in general the great degree of unanimity existing within librarianship, would help forward the objectives of UBC, and would answer the wishes of publishers for one CIP record. Such a move towards international standardization within books would also do much to assist the further devlopments in harmonizing author/title cataloguing and subject cataloguing, which are still targets for agreement at the international level.' (*Report*, p.82)

The participants also agreed Recommendation 2.2 (see Appendix A) and a Working Group was established.* The Working Group in its final report (June 1985) made the following recommendations and proposals:

Recommendation I: Contents of a standard CIP record for the book

The CIP record in the book should be as full as practicable, using the following guidelines, but it should omit data that is not known definitely at the time of cataloguing. The record should include the bibliographic description, cataloguing access points, and subject access points.

Guidelines for the contents of a standard CIP statement for the book

- The CIP record which appears *in the book* should include as many elements as are available at the time that the CIP record is created. The following list identifies the elements of bibliographic description, cataloguing access points, and subject access points, and indicates whether the element is *Mandatory*, *Required if available*, *Required if applicable*, or *Optional*.

  - Title and statement of responsibility area:

Title proper	*Mandatory*
Parallel titles	*Required if available*
Other title information	*Optional*
Statements of responsibility	*Optional*

  - Edition area:

Edition statement	*Optional*
Statements of responsibility relating to the edition	*Optional*

  - Publication, distribution, etc., area:

Place of publication and/or distribution	*Optional*
Name of publisher and/or distributor	*Optional*
Date of publication and/or distribution	*Optional*

  - Physical description area: - *Optional*

  - Series area:

Title proper of series or subseries	*Required if available*
Parallel title of series or subseries	*Optional*
International Standard Serial Number (ISSN) of series or subseries	*Required if available*
Numbering within series or subseries	*'Required if available'*

* Text awaiting approval of IFLA Section on Cataloguing (July 1985)

- Note area:

Except where otherwise indicated by ISBD(M)	*Optional*
Translation and dissertation notes	*Required if available*
Summary statement	*Optional*

- Standard number (or alternative) and terms of availability area:

International Standard Book Number (ISBN)	*Required if available*
Terms of availability and/or price	*Optional*

- Single-volume level data: - *Optional*

- Main entry heading (Author or title): - *Required if applicable*

- Added entry headings: - *Mandatory*

- Government document number: - *Optional*

- National bibliography number: - *Optional*

- Subject area:

Subject headings	*Required if available*
Subject classification number	*Required if available*
Book number	*Optional*

The terms *Mandatory*, *Required if applicable*, *Required if available*, and *Optional* are defined as:

Mandatory - Must be included in every CIP record.

Required if applicable - Must be included in every CIP record in countries where the main entry rule applies. The main entry heading is required for each CIP entry created by a CIP agency, the cataloguing of which incorporates the principles of main entry. CIP agencies where the cataloguing rules do not include the concept of a main entry will not include main entries in CIP records.

Required if available - Must be included in every CIP record in which the data element exists. If the information supplied by the publisher includes the data element, it is required in the CIP record: for example, for publications that form part of a series, the CIP entry must include the series title. If a title is not part of a series, no series title is required.

Optional - The appearance of an optional data element is left to the discretion of the agency preparing the CIP record: for example, an edition statement may, or may not, be included in a CIP record in the publication. The CIP agency is allowed to determine the need to include the data element, based on local requirements.

Recommendation II: Format of a standard CIP statement for the book

The CIP record shall be introduced by the standard legend *International Cataloguing-in-Publication (CIP) Data*, phrased in the language of the country which prepared the CIP record. The legend should include the abbreviation (CIP). It should also include the identification of the country that prepared the CIP record. (The agency that prepared the entry may also be included.)

Examples:

International Cataloguing-in-Publication (CIP) Data (U.K.)

International Cataloguing-in-Publication (CIP) Data (Canada)

Données internationales de Catalogage avant publication (CIP) (Canada)

Internationale CIP-Titelaufnahme der Deutschen Bibliothek

Dados de Catalogação na Publicação (CIP) Internacional (Câmara Brasileira do Livro, SP. Brazil)

The main entry may be placed at the head of the record, followed by the bibliographic description, its format based on ISBD. The rest of the cataloguing access points shall follow the bibliographic description, and the subject access points shall appear last. Alternatively, the main entry heading may be placed with the other cataloguing access points provided that it is clearly marked as such. Libraries and countries where the cataloguing rules are not based on the concept of main entry may ignore this requirement: their CIP entries shall begin with the bibliographic description and will give all cataloguing access points together without differentiation.

The bibliographic description shall be based on the ISBD, insofar as it specifies requirements for the description and identification of different types of publications, assigns an order to the elements of the description, and specifies a system of punctuation for the description. (See the appropriate ISBD format for examples.)

Publishers may wish to print CIP records from only one CIP agency for their multinational titles, but wish to apply for CIP records to more than one CIP agency so that prepublication information will be available on MARC tapes in more than one country. In this case, they can print the CIP record from the CIP agency of the country where the title originates, and list the other countries from which CIP records has been applied, following the CIP entry: for example: CIP data also acquired from: The Netherlands
The USA.

Samples prepared by the Working Group in accordance with these recommendations are set out in Appendix B.

It should be noted that the standard format recommended by the Working Group differs from that discussed at the International Meeting, more particularly by making provision for the inclusion of main entry for the records of those CIP agencies using cataloguing codes where the concept of main entry is followed. However, the Group believes that the proposed format fits in with current CIP cataloguing requirements; it includes the three segments, bibliographic description following the ISBDs, subject access points, and cataloguing access points. The recommended standard format is also flexible to

accommodate the needs of CIP agencies where cataloguing rules do not include the concept of main entry, and also preempts changes in the future away from main entry. For the CIP records from such agencies it is anticipated that the title will appear at the head of the CIP record.

The recommendations of the Group appear to have special advantages for publishers interested in participating in more than one CIP programme. As they benefit more particularly from the distribution of CIP records in separately available form through the various CIP programmes, for example, on MARC tapes, it is suggested that there is no real need to print more than one CIP record in the publication. The recommendation to print only one, with references to other CIP programmes seems a useful and economical solution.

3.6.2 Standard CIP data sheet

The participants at the 1982 Meeting also in noting the degree of similarity among the existing CIP data sheets believed that further standardization of these sheets would help new CIP operations; would assist trans-national publishers seeking to use more than one CIP entry; and would be of general assistance in further cataloguing standardization. The views of the participants were expressed in Recommendation 3.2 (see Appendix A) and an Editorial Group was established.

The Editorial Group in its final report (June 1985) made the following recommendations and proposals:*

Recommendation I

Each CIP agency's one-page data sheet shall conform to the following order of general information:

a) Administrative information: Name, address, telephone number, logo of CIP agency; publisher's name, in-house contact(s), return address, and telephone number; date of application; other administrative information deemed essential by the CIP agency.

b) Descriptive information: Those elements required in Recommendation II below, and any other elements deemed essential by the individual CIP agency. This information shall preferably by requested in ISBD order, with the exception that personal names appearing on the title page may be requested first, at the option of the CIP agency.

c) Subject information: Those elements required in Recommendation II below, and any other elements deemed essential by the individual CIP agency.

d) Agency-specific information: Those elements needed only by an individual CIP agency; for example, the Library of Congress catalogue card number for the Library of Congress.

Recommendation II

The data sheet *must* provide for the following minimal bibliographic information:

a) Author(s)

b) Title and subtitle *'and parallel title'*

* Text awaiting approval of IFLA Section on Cataloguing (July 1985)

c) Edition

d) Proposed publication date

e) Series title and number; subseries title; International Standard Serial Number (ISSN)

f) Relationship to other appearances of the same work: for example, translations, reprints, editions with variant titles, etc.

g) Presence of bibliography and/or index

h) International Standard Book Number (ISBN)

i) Subject precis or synopsis

j) Intended audience: at a minimum, whether the work is intended for children or adults

k) Genre: at a minimum, whether the work is fiction or non-fiction.

Recommendation III

The data sheet *may* provide for the following additional bibliographic information, depending on the extent to which other materials accompany the data sheet and on the essential cataloguing requirements of a particular agency.

a) Personal and corporate names, other than author(s), appearing on the titlepage: for example, editor(s), translator(s).

b) Additional information regarding personal names: for example, birthdate, full name, nationality.

c) Additional title information: for example, parallel titles.

d) Additional publication and/or distribution information: for example, co-publisher, distributor, printer, place of publication, copyright date, etc.

e) Physical description information: for example, estimated number of pages, number of volumes, presence of illustrations, maps, etc.

f) Additional information associated with the International Standard Book Number: for example, price, binding, etc.

g) Specific information required for the cataloguing of problematic items: for example, additional information regarding conference proceedings, music scores, etc.

h) More specific information concerning intended audience: for example, professional groups, educational level, etc.

i) More specific information concerning genre: for example, textbooks, essays, short stories, etc.

The sample data sheet, designed in accordance with these recommendations, is set out in Appendix B for illustrative purposes.

The Editorial Group noted some specific difficulties which arose in carrying out its task: in particular, the problems of trying to design a common data sheet with identical elements which would be acceptable to all CIP agencies. The Editorial Group quickly found, however, that although the overall form and content of a model data sheet could be easily agreed, the creation of a single and *inflexible* international standard data sheet was impracticable, and, to some extent, beyond the charge of the Group, for the reasons given below:

1 Varying national agency requirements, as well as differing levels of publisher commitment and/or sophistication, lead to different *uses* of the data sheet. Specific uses are primarily dependent upon the amount of separate instructional information available to the publisher and upon the extent of front matter which the CIP agency requires the publisher to submit with the data sheet. It would be beyond the Editorial Group's charge to mandate these decisions. Yet the exact format of the data sheet must of necessity take these facts into consideration.

2 Bibliographic elements essential for some agencies' catalogue records are not required for others. Therefore, it is unduly burdensome to require, from *all* publishers in *all* countries, the fullest possible range of information.

3 Publishing situations common in one country (for example, bilingual publications) are relatively rare in others. It is more practical to allow a CIP agency the flexibility to modify a model data sheet at the exact point where the additional information is required (for example, in the title block in the case of multilingual publications) rather than requiring that it be recorded in a "multipurpose" block at the end.

4 Additionally, the problem of requiring multiple submissions, on multiple data sheets, from those publishers eligible to apply to more than one programme, is not equally pressing for all CIP agencies. Although a standardized data sheet was proposed as a partial solution to this problem, the Editorial Group realized that future international co-operation is not precluded by relatively minor variations in national data sheets.

The three recommendations of the Editorial Group offer a solution that allows for national variations to meet the requirements of each CIP agency. The blocks of information included in the standard data sheet may be modified not only to meet the needs of language, but also to permit variations in information supplied for a particular bibliographic element and on the extent of instructions given to the publisher. The Editorial Group believes that this measure of flexibility within the general framework of a single data sheet following the same general order best meets the needs of all CIP agencies and is best suited to developing the international aspect of CIP programmes.

4 Establishing a CIP programme

4.1 Recommended proposals in planning for CIP

Swindley, in the 1975 study, after setting out recomemndations and requirements for establishing a CIP programme (see 2.1), provided a further series of recommendations relating to the practicalities of operating CIP: that is, how to go about the tasks of planning and organizing a framework for the CIP operation once the initial decision had been taken that a CIP programme would benefit the library and publishing communities within the country.

First there were the proposals of work to be carried out before the implementation of a full CIP programme. These, in summary form, were:

- a feasibility study and pilot project be carried out, with the co-operation of the publishers' association and at least one of the largest publishers in the country;
- the feasibility study should consider:
  - the benefits of a CIP programme in relation to the needs of existing and potential users of bibliographic information;
  - the framework within which the CIP programme would operate in relation to existing national bibliographic practices;
  - how existing CIP programmes operate;
  - the design of the CIP operation, including a work study to assess staff requirements and funding;
  - the selection of the publisher(s) to participate in the pilot project;
  - the monitoring of the CIP operation at all levels;
  - evaluation of the pilot project from the point of view of:
    - the ability of the agency to sustain the operation;
    - continuing and extending support from publishers.

The practical value of these commonsense proposals is apparent, and the CIP programmes established in the past ten years have all followed some or all of Swindley's suggestions, though not necessarily in the same order or using the same criteria. See, for example, the brief notes on the Netherlands and Nigerian CIP programmes at 2.2.8 and 2.2.9, and the Background Papers 8 and 7.

Taking into account the recommendations and proposals noted above, it can be seen that the planning for the establishment of a CIP programme can be broken down into stages. In this Chapter these stages are noted and described and an outline is provided step by step with statements, queries, suggestions of action to be taken. The Chapter repeats in summary form much that has already been discussed, with recommendations made, and at the same time provides a checklist of requirements, matters to be investigated, decisions to be made, commitments secured, for any national bibliographic agency in considering the establishment of a CIP programme.

It must be emphasised, as already stated, that each CIP programme has to be tailored to the particular library community of the country, to its geographical and cultural conditions, and to its literary and bibliographic traditions.

4.2 Preliminary stages: assessment and examination

The national bibliographic agency (or other responsible bibliographic institute), when considering the establishment of a national CIP programme which will have particular benefits for the library community, has first to survey the activities and potential development of the publishing industry within the country to see whether there are the capabilities, and the interest, to participate in CIP operations, and to establish whether existing libraries/publishers relations are strong enough to support a continuing CIP programme.

4.2.1 Assessment

- Make a detailed survey of the publishing community, including printers, booksellers, other distributors, taking note of the following:
  - Publishers and the library community:
    - How much, and what forms of, communication are there between the two communities;
    - Are there any current projects/ committees/associations in which publishers and librarians are co-operating: for example, in the national standards organization; book development council; teaching and book production programmes;
    - Are publishers invited to be members of any national associations of librarians;
    - Are publishers well informed of bibliographic services provided by the national bibliographic agency;
    - Are present relations between the two communities fair/good/could be better;
  - Publishers' responsibilities with regard to legal deposit:
    - Are existing legal deposit regulations up to date in terms of:
      - the kinds of publications being produced: for example, comprehensive with the inclusion of new types of non-book materials;
      - the inclusion of all kinds of publishers: for example, no exceptions for products of 'The Government Printer' or for official publications generally;
      - the penalties for non-deposit;
    - Are there any plans for revising existing regulations; if so, will the publishing community be informed of, or involved in assisting in, amendments;
    - Are publishers well informed of their responsibilities re. legal deposit;
    - Is there the possibility of linking the office of legal deposit with the new CIP operations;
    - If there is no legal deposit, are there plans for introducing such regulations;

- Publishers and International Standard Book Numbers (ISBN):
  - Is there an ISBN agency within the country:
    - is it administered by the publishers;
    - or, organized as a department within the national bibliographic agency;
  - If no ISBN agency, is there an interest among publishers in making use of ISBNs; are some publishers using ISBNs from other countries;
  - Is there the possibility of linking the ISBN agency with the new CIP operation (and/or the office of legal deposit);
- Publishers and the International Standard Serial Numbers (ISSN):
  - Are there any publishers within the country producing serials only/ serials and monographs;
  - Are publishers using ISSN on the serials which they produce: that is, is there a national serial centre within the national bibliographic agency established as part of the International Serials Data System (ISDS);
  - If not, is there any interest among the publishing community in having a national serial centre established;
  - Are there any ways in which the allocation of ISSN could be linked with the new CIP operations;
- Publishers and CIP:
  - Is there an interest among publishers in participating in a CIP programme;
  - Do publishers know how CIP programmes in other countries operate;
  - What would be the immediate advantages for publishers of CIP:
    - in relation to CIP records in the national bibliography:
      - the extent of its use within the country for book ordering;
      - the extent of its use overseas for book orders;
      - the possibilities for CIP records in MARC tapes;
    - what selling points about CIP can be made to attract publishers;
- Information about the size, extent and resources of the publishing community:
  - Are there in existence any business or professional associations of publishers/ printers/booksellers within the country;
  - Is there a directory of publishers/printers/booksellers;
  - Are there trade publications (serials) produced by publishers/ printers/booksellers;
  - How many well established publishers are there within the country operating on a continuing basis for 3/5/10 years;
  - How many publishers have connections/associates/branches in other countries;
  - How many publishers produce monographs only/serials only/monographs and serials/a range of differing types of publications;

- How many publishers produce more than 10/20/50/100 new titles a year;
- Are some publishers also printers; and some printers also publishers;
- What marketing outlets are available within the country: for example, are books more usually sold from bookshops; general shops, from the publisher; from the author;
- What proportion of the number of publications produced are exported;
- What types of communication are readily available to publishers: for example, telephone, postal services, van deliveries, copying machines;
- What printing facilities are available: for example, types of printing equipment, paper and ink supplies;
- Are most of the publishers/ printers located in one region/city/ district; if so, how does this relate to library and/or educational institutes: for example, publishers and bookshops located near a university;
- In the past five years has the number of publishers/printers increased/decreased: that is, what are the prospects for growth within the industry.

In relation to the above questions:

- Consider distributing a questionnaire to publishers and printers to find out some of the answers required on the basis that the resulting information could assist future bibliographic developments dependent on the co-operation of publishers and libraries, such as ISBN, ISSN as well as CIP;
  (NB: In order to establish an ISBN agency it is necessary to present a profile of publishing within a country to the International ISBN Agency (Address: c/o Staatsbibliothek Preussischer Kulturbesitz, Postfach 1047, D-2000 BERLIN 30 Germany): that is, to know how many publishers will be producing 20/50/100 titles a year.)

- Discuss with the publishers' association, or some leading publishers where no association exists, the objectives of the proposed survey and request assistance in designing the questionnaire (and later in its distribution and completion);

- Consider ways in which communication from the library community to publishers can be improved, with the aim to improve overall the relationship between the two communities: for example, leaflets about available bibliographic services; participations in joint projects such as bibliographic standards; invitations to meeting of the library community;

- Specifically in connection with the establishment of CIP, draft a brochure about CIP:
  - how CIP operates from the point of view of publishers;
  - immediate results; CIP entry in the book; CIP record in the national bibliography;
  - long term advantages: quicker and wider marketing;
  - give an outline of, and timetable for, possible introduction of the new CIP programme;
  - invite publishers to respond to the proposals outlined.

At the same time as undertaking the survey of the publishing industry:

- Consider what will be the overall benefits for the library community:
  - the CIP entry in the publication will
    - provide an authoritative form of national authors' names, both personal and corporate;
    - hence assist in understanding national name usages and promote the use of standard name practices;
    - streamline cataloguing routines;
    - promote and maintain a national standard of cataloguing practices, even in smaller libraries with few professional staff;
  - the CIP entry in the national bibliography will
    - assist acquisitions and book ordering;
  - the CIP programme will
    - make for better knowledge of publishers' activities with the possibility of stimulating further co-operative projects between the two communities;
- Investigate national bibliographic services which could be improved, or introduced, in association with the CIP programme:
  - better control of legal deposit regulations by linking the CIP operation with the office of legal deposit;
  - improving, or introducing, the assignment and verification of ISBNs by linking the CIP operation with ISBN allocation; for example, by using a combined CIP/ISBN data sheet;
  - improving, or introducing, the assignment of ISSNs by associating the CIP operation with the assignment of ISSNs to new serial titles;
  - improving the timeliness of the national bibliography by the inclusion of CIP records in printed issues, or as a separate listing, and as MARC tapes, hence enhancing its function as an aid to selection and acquisitions;
- Consider possible long term advantages to the work of the national bibliographic agency and the bibliographic services it provides to the national library community:
  - better control of ISBN and ISSN allocation;
  - improved knowledge of the publishing industry leading to other co-operative activities; for example, joint projects in developing standards for publications such as titlepage layout, contents and preliminary pages; and in identifying national authors' names;
  - participation with other CIP programmes as part of the international CIP network with the development of
    - internationally designed forms and agreed procedures;
    - projects to assist the standardization of bibliographic and publishing terms;

- Assess the major difficulties and problems likely to arise in establishing the CIP programme;
  - are technical resources and staff within the national bibliographic agency adequate to sustain such an extension of existing bibliographic services;
  - are communications between the agency and the publishing industry hospitable enough to develop and maintain a sustained programme of working together;
  - are the long term benefits to the two communities sufficiently worthwhile to outweigh the disadvantages and difficulties in establishing the CIP programme.

On the basis of an affirmative answer to the last question, the national bibliographic agency can then proceed to the next preliminary stage.

4.2.2 Examination

- Find out about existing CIP programmes, in particular those which have been established in countries where there is a similarity in
  - bibliographic traditions and publishing environment;
  - geographic and economic conditions, including communications, postal services, telephone.
- Obtain samples of printed forms and stationery used in all stages of various CIP operations and examine these in relation to:
  - obligations between CIP agency and publisher: possible liabilities, charges;
  - documents required from publishers assessed in relation to:
    - the style of publications and the kinds of technical production (i.e. printing equipment) prevailing within a country;
    - what kinds of technical equipment are present in publishing houses; for example, whether the publisher has access to a copying machine, for reproduction of
      - titlepages and preliminary pages;
      - parts of manuscripts, summaries of contents;
- Find out the established timetables in various CIP programmes for turn-around time between publisher and CIP agency assessed in relation to
  - how far in advance of publication is the publisher able to give the CIP agency advance documents and reasonably reliable advance information;
  - how long does it take the CIP agency to prepare the CIP record;
  - how long does it take the completed CIP entry to reach the publisher making use of postal services, telephone, other means.

- Examine where, how and when the separately available CIP record appears:
  - in one sequence of the printed national bibliography or as a separately published supplement;
  - how far in advance of planned publication date the CIP record appears;
  - what are the methods of upgrading and replacing the CIP record after publication.
- Look at the staffing resources and work routine in various CIP operations and assess in relation to:
  - number of CIP staff engaged in public relations/promotional aspects of the CIP programme;
  - number of CIP cataloguing staff required in addition to other cataloguing staff within the national bibliographic agency;
  - the established work routine between CIP staff and the rest of departments within the bibliographic agency;
  - the ways in which the CIP operation has been integrated with other units within the national bibliographic agency, such as office of legal deposit, ISBN agency, national ISDS centre.
- Find out how the national bibliographic agency in various countries first approached the publishing community about the setting up of a CIP programme:
  - samples of leaflets, advertisements, and brochures addressed to publishers;
  - assessment of the value of meetings with representatives of publishers' associations, booksellers, printers;
  - assessment of the value of articles in publishers' journals, book trade journals;
  - choice of publisher(s) to begin the programme or to operate in the pilot project; for example, selection on the basis of size, locality, experience, existing good relations with the national bibliographic agency.

4.3 Starting the CIP programme: publicity and planning

The national bibliographic agency (or other responsible bibliographic institute), once the decision has been taken that a CIP programme will provide solutions for various existing bibliographic problems and will have overall benefits for the library and publishing communities, embarks on a period of publicity and planning; that is, of working out the routines for action within the agency and with the publishers and of informing and consulting the library and publishing communities of its proposals.

It is presumed that the agency will have at hand information and samples of documents gathered in the preliminary stages of assessment and examination (4.2), and will have already considered the possibilities of copying existing stationery and documents and of following procedures already established in other CIP programmes. The two stages of publicity and planning are complementary and proceed together.

4.3.1 Publicity

The national bibliographic agency (or other responsible bibliographic institution), in informing the library and publishing communities of its intention to establish a CIP programme, arranges:

- selection and appointment of CIP staff member(s) responsible for carrying out public relations/publicity;
- the revision or expansion of the draft CIP brochure (see 4.2.1);
  - describing the CIP programme and its benefits;
  - outlining CIP procedures for publishers;
  - outlining plans for a CIP pilot project;
- the distribution of the CIP brochures
  - to publishers through publishers' associations and/or publishers' directories and/or the office of legal deposit;
  - to libraries and librarians through the library association and/or libraries' directory;
- consultations with libraries and librarians through the library association and/or meetings and seminars;
- consultations with publishers
  - visits to individual publishers from CIP staff;
  - meetings and seminars organized by CIP staff for individual publishers and/or through publishers' associations.

4.3.2 Planning

The national bibliographic agency, in planning the first phase - the 'pilot project' phase - of the CIP programme, makes an assessment of its extent and timing, taking into account the agency's resources

- for staff for the CIP unit
  - to administer and supervise the CIP operation;
  - to undertake the cataloguing and subject analysis in the preparation of the CIP records;
  - to undertake publicity and public relations;

- for publicity
  - for travel and the organization of meetings;
  - for the printing and distribution of CIP brochures.

The assessment of the agency's resources can thereafter be related to the assessment of:

- how many CIP records can be processed in six months/one year;
- and, therefore, how many publishers should be included in the pilot project;
- and the limitation of this phase of the CIP operation to one form of publication, monographs (books);
- and the limitations of this phase of the CIP operation to six months/one year.

On the basis of the above assessment the agency can, thereafter, consider which publisher(s) to approach for the pilot project, taking into account

- locality
  - the advantages in selecting a publisher with offices situated reasonably close to the agency making for easy communications and consultation;
- existing good relations
  - the advantages in selecting a publisher with whom the agency has already established a rapport with staff;
- extent and style of publishing
  - the advantages in selecting a publisher with a well established record of producing a certain number of new titles of monographs each year.

The staff of the CIP unit within the national bibliographic agency can, thereafter, plan the pilot project:

- discussions with the selected publisher(s)
  - benefits for the publisher(s);
  - publicity for the publisher(s) and for the CIP programme;
- agreement reached with publisher(s)
  - on type and number of publications to be forwarded for CIP records;
  - on time scale for notification and return of CIP entry;
- notification to other publishers of which publishers are co-operating in the inauguration of the CIP pilot project;
- public announcements for publishers and librarians of start date of the CIP pilot project and the names of the participating publishers;

- establishing the operational framework of the CIP pilot project:
  - decisions to be taken where possible in consultation with the publishers:
    - design of the CIP data sheet and the publisher's application to join the CIP programme;
    - which pre-publication documents and what available information required;
    - the time table of procedures
      - publisher's request for CIP record: how far in advance of publication;
      - turn-around time for the CIP record;
      - time of appearance of the CIP record in relation to publication date;
  - decisions to be taken in relation to the national bibliography:
    - whether CIP records to appear in one sequence in issues of the printed national bibliography; how to be distinguished;
    - whether to publish CIP records as a separate supplement of the national bibliography;
    - what procedures for upgrading and/or replacing CIP records after publication;
    - cataloguing practices and bibliographic records for the CIP records
      - national cataloguing practices;
      - international standards and recommendations for CIP operational programmes.

4.4 The CIP programme in operation: the first phase

The national bibliographic agency, as the pilot project becomes operational, will be involved in a continuing series of decisions and evaluations:

- adjustments to work flow and timing as shown to be necessary;
- amendments to brochures, forms and stationery if shown to be inadequate, confusing or ambiguous;
- continuing discussions with the participating publishers to make sure of their satisfaction with results and procedures;
- continuing publication of reports in publishing and library journals about the CIP programme and the operation under way;
- evaluation of libraries' responses to the pilot project in terms of needs and satisfaction;

leading on to:

- consideration of its continuation as a complete CIP programme on the basis that:
  - the agency's resources are shown to be adequate to expand the pilot project into a full CIP programme;
  - the CIP operation as established seems to be satisfactory and in accordance with the pattern of publishing within the country: that is,
    - time table and turn-around time has proved satisfactory;

- there are no outstanding problems with communications;
- the feedback from libraries on the use of CIP records has shown their value, with demands for expansion;
- the feedback from publishers has shown interest in further participation - more publishers, larger number of titles;

leading on to:

- consideration of the ways in which the CIP operation can be developed to become a complete CIP programme:
  - by increasing the number of participating publishers
    - deciding on criteria for selecting new participating publishers;
      - limited to particular categories of publishers and excluding others such as non-commercial, academic, government printers;

        or
      - allowing all publishers which wish to do so to join, provided that the turn-around time can be maintained;
  - by extending the number and range of monographic publications to be included.

The first phase of the CIP programme will be considered satisfactorily completed when the national bibliographic agency can report to the library and publishing communities its plans:

- to maintain and expand the CIP pilot project;
- to extend the CIP programme to all or most publishers of monographic publications;
- to increase the number of monographs processed by the CIP unit and the number of CIP records appearing in issues of the national bibliography.

4.5 The CIP programme in operation: further developments

Once the CIP programme has become fully operational, there is likely to be a period of consolidation while the CIP unit maintains its work procedures and ensures a satisfactory relationship with its enlarged clientele of participating publishers. The national bibliographic agency will continue to monitor the CIP programme and will be considering how to develop the scope of the CIP programme and how to widen the range of bibliographic services which the agency can provide through the programme.

Some of the matters for consideration are:

- extending the range of publications to be included in the CIP programme, taking note of the terms of legal deposit and of the types of materials included and excluded from the national bibliography:
  - official publications and publications of the government printer;
  - serials;
  - non-book materials;

- changing the administrative structure within the national bibliographic agency in order to incorporate the CIP unit and:
  - link CIP procedures with the office of legal deposit;
  - link the application for CIP with the procedures of allocating ISBNs;
  - link CIP applications for new serial titles with procedures for registering new serials for the ISDS;
- international aspects of the CIP operation:
  - contacts with other CIP agencies;
  - implementation and pursuit of international CIP practices and standards;
- survey of the use of CIP records within the library community:
  - use of CIP records from other national bibliographies or as MARC tapes for book selection and acquisition;
  - use of national CIP records as aid to cataloguing;
- consultation with publishers over ongoing benefits of CIP:
  - continuing improvements in library/publishers relationship;
  - selling and marketing benefits of CIP records in the national bibliography;
  - possibility of listing of CIP records in issues of publishers' and booksellers' trade journals: for example, making another monthly recording of CIP records;
- survey of possible new developments of the national bibliography taking note of:
  - extent of the changes to be made to CIP records to bring them up to the standard of authoritative records;
  - advantages of producing CIP records as separate list: for example, easy access as a book selection tool;
  - production of national bibliography in other physical forms, for example, MARC tapes, hence widening the range of marketing possibilities.

5 Future perspectives for CIP

5.1 Growth of publications and in library services

The remarkable development of operational and flourishing CIP programmes since 1971, when the American and Brazilian programmes began, in an assortment of countries of differing size, economic wealth, and publishing and library traditions, is evidence enough that through CIP records national bibliographic agencies are better able to provide up-to-date national bibliographic records. The other partner in CIP seems equally satisfied, and publishers worldwide have welcomed a bibliographic programme basically designed by librarians for libraries' and readers' needs which provides the publishing community with advance publicity and the means of better marketing information.

For the future, the demands upon the bibliographic agency and upon the library community are likely to be similar to those of the past but will become wider in scope and more numerous, and it would seem that CIP will continue to be the best method by which these demands can be met, and that the advantages of a CIP programme will continue to outweigh its disadvantages.

For the library and information community it is anticipated that overall growth in the future will not be so much in an increase in the book stock in each and every library, but rather in developing information retrieval services and in introducing and operating automated information systems. Library users will have access to a much wider range of publications than just the book stock held in their own libraries, and to satisfy the increasing demand for information there will be the need for greater co-operation among libraries both nationally and internationally. Parallel with this increase in co-operative activities among libraries will be the spread of that co-operative form of publishing, the trans-national publication and trans-national publishing house.

The expansion in book production, already substantial in the past decade, is likely to continue, particularly through the increased number of ways in which publications can be produced by automation or by alternative semi-automated methods. In those regions of the world where book production up to now has been limited, there are likely to be many more titles produced in a wider range of languages, even if these publications are still produced by old established printing techniques. Such expansion of Third World publishing industries will come about as part of the positive results of literacy campaigns, stimulating the demand for the printed word, and of governmental policies promoting specific language publications.

It is a sad reflection upon the future that the one area in which it is not possible to predict increased growth is that of improved and expanded financial resources (in real terms) for libraries and information services. More publications increase the problems for libraries faced with more choices of titles with probably less money to spend per title. To cover the increased demands of more books and more requests for information libraries must look to find ways of labour saving and efficient cataloguing.

On the other hand, the use of automation and computer technology in publishing is likely to raise new sets of problems for CIP programmes, and particularly for some specific aspects of the CIP operation. CIP is based

on the availability to the publisher of documents and information about the new publication in advance of its actual physical completion as a publication: what is to be the solution for CIP when the pre-publication stage of advance documents disappears in the cycle of book production?

5.2 Long term advantages of CIP

Throughout the *Guidelines* the advantages of CIP have been stated and reiterated, with the emphasis on the wider scope of better bibliographic services, improved distribution and marketing, assistance in library cataloguing book selection and acquisition. Here are set out in greater detail what are likely to be the advantages - and disadvantages - in the administration of libraries and in the services they provide to readers, for publishers in the promotion of their products - and for the general public, the reader and library user.

For the national bibliographic agency, the major advantages of a CIP programme are apparent: it provides the means of improving bibliographic services and of carrying out its national responsibilities more effectively. The various ways in which this can be done have been set out in detail throughout these *Guidelines*.

For the library community, the advantages of a CIP programme, considered in terms of the benefits for library administration and hence the improvement of library services, can be seen as:

- in acquisitions procedures:
  - the up-to-date listing in the national bibliography, or other published list, of forthcoming publications makes it possible to order new titles at an early date, so satisfying readers' requests;
  - the selection and ordering of new publications are reasonably reliable using CIP records, hence reducing the possibilities of duplicate orders based on haphazard and inaccurate bibliographic information;
  - the checking of orders for the selected new publications is simplified and made quicker by reducing the need to make a number of searches through various bibliographic sources;
  - the list of CIP records, more particularly when CIP records are published as a separate list, can be used as an 'on-order' file, hence doing away with the administrative need to make and maintain such a file separately;
  - the processing of CIP publications when received is simple and quick;
- in cataloguing procedures:
  - the CIP entry in the publication can be copied by a typist or non-professional at no cost to the cataloguing department;
  - the CIP entry in the publication makes it easier and quicker to check the actual publication against catalogue records;
  - the CIP record provides bibliographic details which the cataloguing department would otherwise have to find and check;
  - the CIP record separately available is provided at no cost to the cataloguing department and can be used immediately as an 'in-house' record.

At the same time as accepting the advantages of the CIP record, the library community has to recognize and accept its limitations:

- the CIP record is an 'abbreviated record' containing only a limited number of elements;
- some of the bibliographic details set out in the CIP record may not be reliable and may be inaccurate;
- on the other hand, those bibliographic details will be verified after publication and the record will be upgraded and/or replaced.

The library community has also to recognize that, in order to make the fullest use of the CIP programme and the CIP records, libraries may be required to make administrative changes, re-structure procedures and re-arrange the work flow.

For the publishing community the advantages of the CIP operation with pre-publication CIP records appearing in the issues of the printed national bibliography and possibly also in machine readable form, far outweigh the general disadvantages:

- the need to adjust the technical stages in the production of publications, and their time scale, so as to allow for the additional steps of providing information to the CIP agency, awaiting the reply, and printing the CIP entry as received within the publication:

with the advantages:

- the new publications are receiving effective and inexpensive advertisement in advance of publication in a series of printed, and possibly machine readable, bibliographic services which are regular and reliable in their appearance:
- advance orders based on the CIP records are a means of identifying the size of the potential market and hence a way of determining the number of the print run;
- advance orders based on the CIP records help to overcome the old style delays in the publication-order-delivery-payment sequence, hence improving cash flow problems;
- orders based on CIP records are likely to be more reliable in respect of bibliographic details than those based on advertisements, making it easier to identify titles, hence helping warehouse routines;
- the CIP records are bibliographic records produced without cost to the publisher which can be re-used by the publisher in a variety of other lists as well as in individual publisher's brochures and publicity leaflets.

Overall, for the reader, CIP programmes make it possible for information about new publications to be made more quickly and-more accurately, with the probabilities that in this way there will be an improvement to the services provided by the library community.

Overall, the establishment of CIP programmes and their operation have made for a better understanding between the publishing and the library communities of each other's needs and functions.

At the 1982 International CIP Meeting, the participants in looking to the future of CIP and in discussing the various technological and publishing developments which would affect bibliographic services generally and CIP programmes in particular, concluded that:

> ' - further developments in the library and publishing world and the growing demand for current information will have conflicting effects on CIP. On the one hand, the potential for growth in publishing output and in library acquisitions, coupled with the need for libraries to make the best use of limited financial and human resources, will emphasise the need for CIP programmes. On the other hand, continuing technological development in publishing will make it necessary for CIP agencies to recognize the new processes and to be flexible in adjusting CIP requirements.'
>
> (*Report*, p.70)

Bibliography

The list of publications and articles about CIP provided here is based on the Library Association Library Reading list: Cataloguing in Publication, which was published in June 1982 as one of the background documents available to participants at the International CIP Meeting. The list has been expanded to include the documents prepared for that Meeting and others published subsequently.

International CIP Meeting, Ottawa, 16-19 August 1982
- Documents available at the Meeting

Working Documents

WD1 Cataloguing-in-Publication - the way ahead / prepared by the IFLA International Office for UBC, London

WD2 Programme

WD3 Tabulated information on existing CIP programmes

Background Papers

BP1 Cataloguing-in-publication for official publications: a study of the Australian experience / Ian Royal, National Library of Australia, Canberra

BP2 Establishing a cataloguing-in-publication programme: the Brazilian experience / Regina Carneiro, Olímpio Jorge de Medeiros, Câmara Brasileira do Livro, São Paulo, and Lícia Carvalho Medeiros, Sindicato Nacional dos Editores de Livros, Rio de Janeiro

BP3 An examination of Canada's decentralized cataloguing-in-publication program / Spencer Garry Consultants, Campellford, Ontario, for the National Library of Canada, Ottawa

BP4 Cataloguing-in-publication for official publications / Geneviève Boisard, Département des Publications officielles, Bibliothèque nationale, Paris

BP5 Long-term future and long-term objectives of cataloguing-in-publication / Peter Baader and Ebba Lepnis, CIP-Zentrale, Deutsche Bibliothek, Frankfurt-am-Main

BP6 The environment for establishing a cataloguing-in-publication programme: the problems for Malaysia / Norpishah Mohd. Noor, Bibliography and Indexing Division, National Library of Malaysia, Kuala Lumpur

BP7 The environment for establishing a cataloguing-in-publication programme: problems for developing countries / Beatrice S. Bankole, Bibliographic Services Division, National Library of Nigeria, Lagos

BP8 Cataloguing-in-publication in the Netherlands / A. van Maanen and A.W. Willemsen, The Royal Library, The Hague

BP9 Multinational publishing: the implications for the administration of cataloguing-in-publication programs / Susan H. Vita and Judy C. McDermott CIP Division, Library of Congress, Washington DC

BP10 The use of cataloguing-in-publication in United Kingdom libraries / Centre for Catalogue Research, University of Bath, for the British Library Bibliographic Services Division, London

BP11 The attitude of libraries to cataloguing-in-publication / Richard H.A. Cheffins, IFLA International Office for UBC, London

BP12 The attitude of publishers to cataloguing-in-publication / Norman Franklin, Routledge & Kegan Paul Ltd, London & Boston

BP13 New developments affecting cataloguing-in-publication / Sandra K. Paul, SKP Associates, New York, and Susan H. Vita, CIP Division, Library of Congress, Washington DC (with a selected bibliography)

Information Documents

ID1 List of participants

ID2 The need for cataloguing-in-publication programmes in Latin America and the problems involved in establishing them; an extended summary in English of "La necesidad de los programas Catalogación en la publicación en América Latina y los problemas involucrados para su establecimiento" / Luis Eduardo Espinal Arenas, Centro Documentación e Información en Educación, Instituto Colombiano para el Formento de la Educatión Superior, Bogota

ID3 Publishing in The Gambia and cataloguing-in-publication / Sally P.C. N'Jie, National Library, Banjul

- Publication subsequent to the Meeting

Proceedings of the International Meeting, Ottawa, 16-19 August 1982, organized by IFLA in association with Unesco / edited by the IFLA International Office for UBC. - London : IFLA International Office for UBC, 1983. - xxii, 92p. ; 30cm + microfiche
Background Papers on microfiche are inset in pocket in back cover
ISBN 0-903043-39-4 (paperback)

- Report of the Meeting

Das International Cataloguing-in-Publication Meeting vom 16.bis 19. August 1982 in Ottawa: Bericht und deutsche Übersetzung der Empfehlungen. Zeitschrift für Bibliothekswesen und Bibliographie 30(2) 1983, 165-177

CIP in general

Bibliography on CIP. Cataloging in Publication Progress Report, **(5) July 1974, 13-16**

References to articles and news items, almost all about the LC CIP programme.

Cataloguing-in-publication: what is happening? Proceedings of a one-day seminar held at the Library Association on 21st October 1981. Library Association Cataloguing & Indexing Group, 1982. 16p. (Catalogue & Index, (63/64) Winter 1981/Spring 1982)
8 papers, covering CIP's development; views of a publisher, a user of CIP records, and a book selector; a management perspective; CIP and interlending; a public librarian's experience; and the international perspective.

CIP in general (contd.)

CIP International Meeting, Washington, DC September 13-17 1976. Library of Congress Information Bulletin, 35(46) Nov. 12 1976, 701-702

Outline of topics discussed at the first international meeting on CIP activities.

Clapp, Verner W.
The greatest invention since the title-page? Autobibliography from incipit to cataloging-in-publication. Wilson Library Bulletin, 46(4) Dec. 1971, 348-358

Views CIP as the latest in a series of techniques by which a book identifies itself, starting with the 'incipit' and 'explicit' of manuscript books, through colophon to title page and ISBN.

Dowell, Arlene T.
Discrepancies in CIP: how serious is the problem? Library Journal, 104 (19) Nov. 1 1979, 2281-2287.

Describes study based on a sample of 620 titles, in which 417 titles exhibited a total of 744 differences between CIP data and the formal LC entry. These are analysed in 6 statistical tables. Half of all differences found were in the notes area, and a further quarter were insignificant. Recommends action by LC.

Giljarevskij, R S
International distribution of catalogue cards: present situation and future prospects. Paris: Unesco, 1969. 84p. (Unesco manuals for libraries, 15) (COM. 68/IV.15/A)

Has a chapter on cataloguing at source, with accounts of the 1958 US and the USSR experiments (pp31-40)

Lodewycks, K A
The self-cataloguing book. Australian Library Journal, 2(2) April 1953, 29-34

Argues for the printing of a catalogue main entry in books, and for the availability to libraries of printed cards when they acquire books. Points out that two Australian publishers are printing main entries in their books.

Neelameghan, A
Cataloging at source and standardization of cataloguing. Annals of Library Science, 7(1) March 1960, 13-15

States advantages and limitations of pre-natal cataloguing. The latter arise from the lack of a common international cataloguing code.

Parker, Sandra and Hare, Jane
The use of English language Cataloguing in Publication data in a university library. Ontario Library Review, 60(3) Sept. 1976, 154-161

Provides a critical analysis of the quality of CIP data from LC and the National Library of Australia.

CIP in general (contd.)

Pascal, Naomi
Learning to live with CIP ('Cats is parrots'). Scholarly Publishing, **5(1) Oct. 1973, 17-28**

An account of what participation in CIP has involved for the University of Washington Press. Participation has entailed little extra trouble, and has given the press a chance to correct some errors that would otherwise be embedded in LC cards.

Ranganathan, S R
Pre-natal classification and cataloguing on its way. Annals of Library Science, **6(4) Dec. 1959, 113-125**

Enumerates the findings of intellectual experiment in pre-natal classification and cataloguing and evaluates the LC CIS pilot project. NB Ranganathan's solution of the "data in author heading problem" for ladies of a certain age (p. 124).

Scott, Frances Ann
Attitudes of head catalogers in Colorado academic libraries toward cataloging-in-publication. Colorado Academic Library, **8(1) Winter 1972, 8-14**

Results of a survey, compared with those of the survey carried out by Verner W Clapp (item 46)

Swindley, L R
Cataloguing in publication: an international survey. Paris: Unesco, **1975. 99, (19)p. (COM. 75/WS/32)**

Describes operational programmes in USA, Australia, USSR and Brazil, proposed programmes in Federal Republic of Germany, Mexico, UK and Canada, and provides guidelines for implementing CIP programmes. Bibliography (pp 96-99)

Wingate, Henry W
Cataloging-in-Publication: problems and prospects. Library Resources & Technical Services, **16(4) Fall 1972, 423-432**

"CIP programs, in spite of a long record of failures, seem always to be approached by librarians with surprising optimism . . . A more critical attitude might in the long run mean the difference between the program's success or failure."

National CIP programmes - by country

- Australia

Cataloguing-in-publication (CIP) and the currency of ANB. ROD News, (1) June 1979, 4-6

National Library of Australia
The Australian Cataloguing-in-Publication Program: information for co-operating publishers. - Canberra : National Library of Australia, 1976. - 13p.

Swindley, Ross
The Australian Cataloguing in Publication programme. Australian Academic and Research Libraries, **6(4) Dec. 1975, 164-168**

Includes list of participating publishers

National CIP programmes - by country (contd.)

- Brazil

Carneiro, Regina
A Brazilian short experience. International cataloguing, 1(2) April/June 1972, 5-6

Describes the programme started in 1971 at the Centro de Catalogacão-na-Fonte, Câmara Brasileira do Livro, São Paulo.

- Canada

Anand, Havelin
Canadian Cataloguing in Publication program. Ontario Library Review, 63(1) March 1979, 27-32

Mainly factual, but also states advantages of CIP to the publishing industry and to the library community and mentions some problem areas.

Audley, Paul
Why Canadian publishers support Cataloguing in Publication. Ontario Library Review, 60(3) Sept. 1976, 164-165

Canadian publishers asked the National Library of Canada to set up a CIP program to overcome the inadequacies of existing sources of information of Canadian books.

Furuya, Natsuko F
Canadian Cataloguing in Publication pilot project. Ontario Library Review, 60(3) Sept. 1976, 151-153

Describes the "Canadian Shared Cataloguing in Publication Programme" at the libraries of the University of British Columbia and York University.

MacIntosh, Helen
Canadian Cataloguing in Publication and the user library. Ontario Library Review, 60(3) Sept. 1976, 162-163

The experience of Mississanga Public Library. The only problem noted arises from the frequent absence of a CANMARC record corresponding to a CIP record in a book. One of the greatest benefits has been the access to Canadian subject headings.

Martin, Maedythe
Canadian Cataloguing-in-publication (CIP) data for government publications. Ontario Library Review, 63(1) March 1979, 34-40

Describes a project carried out with publications of the British Columbia government. Draws attention to some particular problems associated with a CIP government documents project.

National Library of Canada
Canadian cataloguing in publication(CIP)publisher's guide.
Ottawa, 1981. 8, 8p.
Texts in English and French.

Processing time study of the CIP program. National Library News (Canada), 13(9-10) Oct.-Nov. 1981, 7-9

Scollie, F Brent
Canadian Cataloguing in Publication program. Ontario Library Review, 60(3) Sept. 1976, 139-150

Description of the program by the National Library of Canada's CIP Project Officer.

National CIP programmes - by country (contd.)

- Federal Republic of Germany

Ertz, Stefan et al
Ein Jahr Einsatz der Magnetbänder der Deutschen Bibliothek in der Universitäts-und Stadtbibliothek Köln. Mitteilungsblatt (Verband der Bibliotheken des Landes Nordrhein-Westfalen), 29(3) Sept. 1979, 273-287

Use of magnetic tapes carrying CIP data from the Deutsche Bibliothek in the Cologne University and City Library.

Wolf, D
The Cataloguing-in-Publication program of the Deutsche Bibliothek. Libri, 26(2) June 1976, 89-95

Wolf, Dieter
Das Cataloguing-in-Publication Projekt der Deutschen Bibliothek. Buch und Bibliothek, 27(6) Juni 1975, 593-594, 596-597

The Deutsche Bibliothek prepares short title entries from information provided, by about 60 publishers, at galley proof stage. The data is electronically processed and becomes part of Deutsche Bibliographie.

Wolf, Dieter
CIP in den Bibliotheken der Bundesrepublik Deutschland. Zeitschrift für Bibliothekswesen und Bibliographie, 24(1) 1977, 1-18

Includes some analysis of replies to a questionnaire sent in May 1976 to 285 German libraries.

Wolf, Dieter
CIP: nach fünf Jahren die ersten 50,000 Titel. Börsenblatt für den deutschen Buchhandel, 36(74) 5 Sept 1980, 2194
Reports the handling of the 50,000th title by the CIP Centre in the Deutsche Bibliothek, Frankfurt. 750 publishers are covered.

- German Democratic Republic

Sonntag, Horst
Zur eingedruckten Titelaufnahme in medizinischen Monographien. Zentralblatt für Bibliothekswesen, 93(12) 1979, 578-580

Describes a CIP experiment, begun in 1978, by some East German publishers of medical works.

- Jordan

Hamshari, Omar
Cataloguing-in-publication(CIP) and the National Jordanian Bibliography (in Arabic). Rissalat-Al-Maktaba, 15(4) Dec. 1980.
Suggests bibliographic details should be sent to the Jordanian National Bibliographic Centre 6-9 weeks prior to publication.
LISA 81/5751

- Netherlands

Maanen, A Van
De resultaten van een proef met Cataloguing in Publication. Open, 13(9) Sept 1981, 455-460.
Results of a 6-month CIP experiment involving the Royal Library of the Netherlands, the ISBN Bureau of the Dutch Central Bookhouse and 19 publishers.

- Nigeria

Bankole, Beatrice S
Cataloguing in publication: the role of the National Library and the Nigerian publishers. (1979). 7p.
Paper for a seminar on CIP, 4th Ife Book Fair, Univeristy of Ife, 5 March 1979.

National CIP programmes - country (contd.)

- USSR

Borisenko, T
Cataloguing-in-publication in the USSR. International cataloguing, **3(2) April/June 1974, 3-4**

The system became legally binding in 1966. 185 publishing houses in the USSR bring out books which include a model of an annotated card, and publishing houses of the allied republics produce a catalogue card at the same time as the book.

Borisenko , T
Obshchee delo izdatelstv i bibliotek. (Cataloguing in publication - the common cause of publishers and librarians) Bibliotekar' (Moscow) **(2) 1974, 48-50**

It is a legal requirement that each book for public libraries should be provided with the classification number and a model of the annotated catalogue card. There are penalties for non-compliance.

Buist, Eleanor
Steps toward cataloging at source in the USSR. Wilson Library Bulletin, **44(10) June 1970, 1033-1039**

Guzinskaiâ, Natal'ia
Katalogizatsiia v istochnike v SSSR. 1981 (10)p.
Cataloguing in source in the USSR. Paper given to, and published in the proceedings of, the 5th International Conference of Socialist Experts on the Problems of the Current National Bibliography, Varna, 1979.

- United Kingdom

British Library. Bibliographic Services Division.
Cataloguing in publication: expanding the United Kingdom programme.
Progress report. 3 p. (Typescript; June 1984)

British Library. Bibliographic Services Division.
CIP : Cataloguing-in-publication handbook for publishers. - London : The British Library BSD, 1984. - 15p.

Cataloguing-in-Publication data in BNB. Bibliographic Services Division Newsletter, **(3) Nov. 1976, 1**

Announces the introduction of CIP data into the British National Bibliography in 1977.

Green, Stephen
The Cataloguing-in-Publication project: a background note. Vine, **(28) May 1979, 27-30**

Describes the operation of the British Library's CIP programme.

Hartley, Colston
On CIP. New Library World, **78(924) June 1977, 107-108**

A critical look at the catalogue records resulting from British CIP programme.

National CIP programmes - by country (contd.)

- USA-- from 1971

Brown, Margaret C
Cataloging-in-Publication: will it succeed? PLA Bulletin, 27(3) May 1972, 113-120

Discusses the need for CIP, what the "new" service will provide, what CIP will not do and what it can do.

Cataloging in/at Source. Library Resources & Technical Services, 15(1) Winter 1971, 6-27

Contents: Why we must have Cataloging in Publication / Joseph L Wheeler; CIP in mid-1970 / Verner W Clapp (report on a survey directed at 391 libraries in 18 categories, the response to which showed CIP would be welcomed and used); Report on Library of Congress plans for Cataloging in Publication / William J Welsh.

Cataloging in publication: an LJ mini-symposium. Library Journal, 99 (18) Oct. 15 1974, 2573-2583

Includes a status report by Connie R Dunlap (2573-2578), summarizing results of a survey of the effectiveness and usefulness of LC's CIP programme, carried out at LC's request amongst a sample of over 300 libraries. 3 librarians and a scholarly publisher comment on the survey's findings.

Cataloging in Publication and government documents. Government Publications Review, 1(2) Winter 1973, 218-226

Proceedings of Session V of the Federal Documents Regional Workshop, Kansas City, Missouri, April 13-14 1973. Three papers from LC staff members, one from the US Government Printing Office.

Clapp, Verner W
Cataloging in publication: a new programme of pre-publication cataloguing in the United States of America, with comments on some similar programmes. Unesco Bulletin for Libraries, 27(1) Jan./ Feb. 1973, 2-11

Includes information on CIP activities in Brazil and the USSR.

Gosling, William A and Perkins, Linda L
Cataloguing in publication. Unesco Bulletin for Libraries, 28(6) Nov-Dec. 1974, 305-307.

Describes the operation of the LC CIP program.

Library of Congress. Cataloging in Publication Division
Cataloging in Publication program: list of participating publishers, June 1980. (Washington: Library of Congress), 1980.

Lists more than 2,000 publishers. Librarians are invited to use the list to identify publishers they would like to see participating, and to report the absence of CIP data from works published by any of the listed publishers

Library of Congress. Cataloging in Publication Division.
CIP publishers manual. Washington DC : Library of Congress, 1984.- 38p.

National CIP programmes - by country (contd.)

- USA -- from 1971 (contd.)

Mendenhall, Kathryn
Final report on a survey of the Cataloging in Publication Program to the Library of Congress Cataloging in Publication Division. - Washington DC : Library of Congress, 1982.

Manning, Martin J
Cataloging-in-source at the US International Trade Commission Library. Special Libraries, **70(7) July 1979, 281-286**

What began, in 1975, as a publicity tool is now an established part of Commission policy, as well as a cataloguing aid to users of the Commission's publications. All new reports must be submitted to the ITC Library for cataloguing before passing to the Graphics Section for reproduction.

Zimmerman, Glen A
Bibliographical communication between the Library of Congress and American publishers for the library community. International Cataloguing, **1(2) April/June 1972, 3-5**

Describes the LC CIP programme.

APPENDIX A

RECOMMENDATIONS

Preamble

Cataloguing-in-Publication (CIP) was created to provide cataloguing information in advance of publication as an aid to libraries, and so ultimately to users in the speeding up of service. The provision of this assistance was possible becuase of the participation by publishers in the programme as agents generating the necessary information. A number of countries now have CIP programmes.

Since its inception, major bibliographic and technological developments have expanded the role of CIP. This expansion is reflected in the fact that a CIP record is now available in forms other than the entry in the printed book: as part of national bibliographies in their various appearances and, in some operations, in machine-readable form before publication. The CIP programme has thus become an important concern for those involved with the provision of national bibliographic services, for librarians engaged in selection and acquisitions, and publishers wishing to make their forthcoming publications better known and to accelerate the ordering process, and for booksellers.

The present Meeting has brought together not only librarians involved in the creation of CIP records and the provision of national bibliographic services but also publishers and other members of the book trade. Publishers, because of developments already referred to, now see their participation in CIP as more than that of providers of information and have expressed an interest in procedures that will enhance CIP as an encouragement to selection and acquisitions.

The Meeting has sought to recognize, examine and review the current operation of CIP and its wider adoption and expansion, any desirable adjustments of its procedures, and ways in which its operation can better reflect the international implications of publishing.

The Meeting proposes the following recommendations.

1. The Scope of CIP

1.1 Every country should consider the establishment of a Cataloguing-in-Publication programme organized by a national bibliographic agency or other suitable organization, taking note of particular library and publishing conditions which are hospitable to CIP and of the ways by which a CIP programme may be introduced and developed.

1.2 In establishing a CIP programme, library requirements should determine the initial range of materials to be included.

1.3 On this basis, priority should be given to the inclusion of monographs (books) in the programme, and the largest book publishing houses within the country should be invited as its first participants; as soon as possible within the resources of the CIP agency, the greatest number of other book publishers including non-commercial publishers (such as research and international non-governmental organizations) should thereafter be invited to join. In further stages of development the CIP agency should endeavour to introduce government publishers into the programme insofar as the preparation of CIP records for official publications is feasible. The CIP agency should also consider the introduction of "non-book materials" into the CIP programme whenever they are included in the national bibliography.

1.4 The CIP agency should consider from time to time, the further expansion of the programme in respect of the number of participating publishers and the coverage of different kinds of publications. Such suitable extensions of the programme should be undertaken in relation to resources and priorities. Whenever possible serial publishers should be urged to take note of the International Serials Data Systems (ISDS) and the advantages of registration of serial titles in the ISDS Register.

1.5 CIP is a co-operative programme of libraries and publishers, and the extent of the service to libraries relates directly to that cooperation. Publishers should be informed of the advantages of participation in a CIP programme and be invited to participate, recognizing that their decision will depend on their resources, work schedules and publishing output.

1.6 Publishers should participate in one CIP programme and should obtain one set of CIP data for printing in each publication. Pride of place (the place containing the publisher's office which has primary responsibility for the creation and publication of a title, usually where the copy editing is done) is suggested as the general but not obligatory criterion for the publisher's choice of CIP agency. Publishers with offices and producing publications in more than one country where a CIP programme operates and who fulfill the requirements of admission to more than one CIP programme may, at their own discretion, choose to participate in additional CIP programmes. Publishers choosing to participate in more than one CIP programme should, at the present time, make application to each such agency pending the completion of the project set out in 3.2 (see also 2.2.4)

1.7 The CIP agency should prepare and produce CIP records for all eligible materials submitted to it which are to be considered as publications of the country of the agency, irrespective of whether other CIP agencies will also be producing records for the same publications.

1.8 CIP agencies should be encouraged to cooperate with the work of other agencies of bibliographic control such as ISBN and ISDS national centres.

2. The content of the CIP record

2.1 The CIP cataloguing done by the CIP agency normally results in two records - that in the book and that available elsewhere in advance of publication (in a national bibliography or in a separate listing, or, where automation has been introduced, in a national database).

2.2 For the CIP record in the book, which chiefly functions as an aid to cataloguing, it is recommended that:

2.2.1 the record be as full as practicable but should omit data that is not known definitely at the time of cataloguing;

2.2.2 the record should comprise three segments - the bibliographic description, cataloguing access points and subject access points;

2.2.3 the descriptive segment of the CIP record should follow the International Standard Bibliographic Descriptions (ISBDs);

2.2.4 a working group be set up to study the content, design and implementation of a standardized format for the CIP record in the book; such a standardized format, used internationally, would go some way towards answering the wishes of publishers for a single CIP record, would indicate to readers in general the great degree of unanimity within librarianship, would help forward the objectives of UBC and assist future developments in harmonizing author/title cataloguing and subject cataloguing; and

2.2.5 until the project outlined in 2.2.4 is completed, publishers choosing to participate in more than one CIP programme but electing to print only one set of CIP data in the book, should indicate the availability of alternative CIP data.

2.3 For the separately available CIP data which additionally functions as an aid to selection and acquisitions, it is recommended that:

2.3.1 the record be as full as possible and, in the interest of selection and acquisitions, data not definitely known (e.g. pagination, price, illustrations) should be included as approximations;

2.3.2 the record should be clearly identified as a CIP record;

2.3.3 the record should be superseded in a national bibliography, separate listing or machine-readable national database, by the definitive record derived from the cataloguing of the publication itself; or should be deleted from such listing if the publication is cancelled; and

2.3.4 when the record is for a publication of a publisher choosing to participate in more than one CIP programme, the record should appear in any listing of each CIP agency, irrespective of whether records of the same publication are also appearing in the listing of other CIP agencies.

3. Operating procedures for CIP

3.1 The operating procedures of CIP agencies may differ, as they will be dependent upon the resources of the agency and the arrangements made by the agency with publishers withing the country. It is therefore recommended that:

3.1.1 a set of guidelines be developed to assist CIP agencies in operational procedures and in particular in establishing relationships with publishers;

3.1.2 publishers should provide the CIP agencies with sufficient documentation and supplementary information to satisfy the needs of the CIP process; and

3.1.3 publishers should make every endeavour to keep the CIP agencies informed of all changes which may alter the CIP record.

3.2 A standard CIP data sheet should be designed (with different language versions) which would incorporate all the information required for both the record in the book and that separately separately available. A standard data sheet to be used

internationally should satisfy the wishes of publishers to make only one application to a other CIP agencies. In pursuit of this, it is recommended that a small editorial group be established to produce such a data sheet as quickly as possible.

4. The Meeting resolves that recommendation numbers 2.2.4, 3.1.1 and 3.2, requiring further work to be undertaken in as short a time as possible, be placed before IFLA with a request for implementation by appropriate means within the UBC programme.

APPENDIX B

1 Sample of International Data Sheet for use by CIP agencies

[Sample prepared by the IFLA Editorial Group on International Standard CIP Data Sheet (Members: Judy McDermott, Library of Congress, Washington DC, USA (Chair); Luc Simard, National Library of Canada, Ottawa).]

CIP AGENCY NAME
Address
Phone number

1. Date form completed: _____

2. Publisher contact for this title:

Name: _____
Phone: _____

C I P D A T A S H E E T

3. Name of publisher(s) appearing on title page:

4. CIP Data should be sent to (name and address):

5. Authors' names in title page form and order:

6. Authors' full names and years of birth, if known:

7. Title and subtitle exactly as they appear on title page:

8. Edition (e.g., 3rd, revised, etc.

9. Proposed Publication Date:

Month _____ Year _____

10. Title is a _____-volume work.

This application is for volume _____.

[AGENCY USE]

11. Series and subseries titles as they will appear in the book, including any volume numbers:

ISSN:

12. ☐ Translation. Original title: _____ Original language: _____

☐ Reprint. Original publisher: _____ Original publication date: _____

☐ Previously published with different title: _____

13. Work includes: ☐ Bibliography ☐ Bibliographical footnotes ☐ Index

14. List all ISBNs associated with this title, indicating volume number, binding, approximate price for each.

15. Genre. E.g. textbook (give level), biography, essays, novel, conference proceedings, etc.

16. Targeted audience. E.g., adult trade, children (give age), professional group (specify), etc.

17. Subject synopsis. Describe fully in two to three sentences. Include geographical and chronological coverage.

[Taken from the Editorial Group's Final Report, June 1985 (to be published by the IFLA International Programme for UBC, London) text awaiting approval of IFLA Section on Cataloguing (July 1985).]

APPENDIX B

2 Samples of international CIP records appearing in the publication

Samples prepared by the IFLA Working Group on a Standardized Format for the CIP Record in the Book (Members: Susan H. Vita, Library of Congress, WASHINGTON DC, USA (Chair); Barrie Burns (Member 1982-1983), National Library of Canada, OTTAWA, Ontario, Canada; Tom Delsey (Member 1983-1985), National Library of Canada, OTTAWA, Ontario, Canada; Michael Hamilton, The British Library, LONDON, United Kingdom; Jane Harris-Matthews, George Allen & Unwin, HEMEL HEMPSTEAD, Herts, United Kingdom; and Ebba Reuter, Deutsche Bibliothek, FRANKFURT AM MAIN, Federal Republic of Germany.

Samples taken from the Final Report of the Working Group, June 1985 (to be published by the IFLA International Programme for UBC).*

NOTE

The Working Group has provided the following examples in order to guide CIP agencies in formatting acceptable layouts for the CIP record in the publication. The recommended format is flexible, except that the bibliographic description follows the ISBD(M), and CIP agencies may vary in their style of indentation and margins. The examples given here reflect some of the possible differing formats.

The inclusion of the phrases *Cataloguing access points* and *Subject access points* is optional, and the samples show some where such phrases have been included.

The examples also differ in that some - called *Long Form* - include all or most of the elements identified as *Optional*; others - called *Short Form* - include few or none of the *Optional* elements.

Example 1a: Long Form

International Cataloguing-in-Publication (CIP) Data (U.K.)

Cole, Christopher
The air defense of Britain 1914-1918. - London : Putnam, 1984. - (Putnam aeronautical)

ISBN 0-370-30538-8

Cataloguing access points:
I. Title II. Cheeseman, E.F. III. Series

Subject access points:
1. Great Britain, Royal Flying Corps--History
2. Great Britain, Royal Naval Service--History
3. World War, 1914-1918--Aerial Operations, British

940.14'4941 D602

* Text awaiting approval of IFLA Section on Cataloguing (July 1985).

Example 1b: Short Form

International Cataloguing-in-Publication (CIP) Data (U.K.)

Cole, Christopher
The air defense of Britain 1914-1918.- (Putnam aeronautical)

ISBN 0-370-30538-8

Cataloguing access points: I. Title II. Cheeseman, E.F. III. Series

Subject access points: 1. Great Britain, Royal Flying Corps--History 2. Great Britain, Royal Naval Service--History 3. World War, 1914-1918--Aerial Operations, British
940.14'4941 D602

Example 2: Long Form

International Cataloguing-in-Publication (CIP) Data (Canada)

Loomis, D. G. (Dan Gordon), 1929-

Not much glory : quelling the FLQ / Dan G. Loomis.- Toronto : Deneau, 1985.

Includes index.
Bibliography : p.
ISBN 0-88879-118-6

I. Title. C85-090140-5

1. Canada--Politics and government-1963-1968*.
2. Canada--Politics and government-1968-1979*.
3. Canada. Canadian Armed Forces--History.
4. Canada--Relations--Foreign countries. 5. Quebec (Province)--History--October crisis, 1970*.
6. FLQ--History.
FC625.L65 1985 971.064

Example 3: Main Entry Follows Bibliographic Description; Long Form

Internationale CIP-Titelaufnahme der Deutschen Bibliothek

Differential equations / A. N. Tikhonov; A. B. Vasileva; A. G. Sveshnikov. Transl. from the Russian by A. B. Sossinskij. - Berlin ; New York ; Tokyo : Springer, 1984.

(Springer series in Soviet mathematics).
Einheitssacht.: Differentsialnye uraveniya engl.
In d. Vorlag auch: Audrey N. Tikhonov. - Alexei G. Sveshnikow
ISBN 3-540-13002-0 (Berlin ...);
ISBN 0-387-13002-0 (New York ...)

HE: Tichonov, Andrej N.:
NE: Vasil'eva, Adelaida B.:; Svesnikov, Aleksej G.:

Example 4: No Main Entry; Long Form

International Cataloguing-in-Publication (CIP) Data (U.S.)

Missionary journalist in China : Young J. Allen and his magazines, 1860-1883 / Adrian A. Bennett. - Athens, Ga., : University of Georgia Press, c1982.

Bibliography: p.
Includes index.
ISBN 0-8203-0615-0

Cataloguing access points:
I. Bennett, Adrian Arthur. II. Title.
LC card no. 81-19761

Subject access points:
1. Allen, Young John, 1836-1907. 2. Missionaries--China--Biography. 3. Missionaries--United States--Biography. 4. Christian literature--Publication and distribution--China. 5. United States--Relations--China. 6. China--Relations--United States.
BV3427.A44M46 266/.7651/9024 [B]

Example 5: No Main Entry; Long Form

International Cataloguing-in-Publication (CIP) Data (U.K.)

Parsons' diseases of the eye. - 17th ed. - Edinburgh : Churchill Livingstone, 1983.

Previous ed.: 1978
ISBN 0-443-02114-7

I. Parsons, Sir John II. Miller, Stephen J. H.
III. Title.

1. Eye--Diseases and defects
617.7 RE46

APPENDIX B

Example 6a: Main Entry Under Title; French Version; Long Form

Données internationales de catalogage avant publication (CIP) (Canada)

Vedette principale au titre:

Jacques Maritain, philosophe dans la cité / publié sous la direction de Jean-Louis Allard = Jacques Maritain, a philosopher in the world / edited by Jean-Louis Allard. - Ottawa : Editions de l'Université d'Ottawa, 1985.- (Collection Philosophica ; v. 28)

Texte en français et en anglais.
Comprend des références bibliographiques.
ISBN 2-7603-1039-6

Vedettes secondaires: I. Allard, Jean-Louis, 1926- II. Titre: Jacques Maritain, a philosopher in the world. III. Collection. C85-090082-4F

Vedettes-matière: 1. Maritain, Jacques, 1882-1973-- Congrès.
B2430.M34J33 1985 194

Example 6b: Main Entry Under Title; English Version; Long Form

International Cataloguing-in-Publication (CIP) Data (Canada)

Main entry under title:

Jacques Maritain, philosophe dans la cité / publié sous la direction de Jean-Louis Allard = Jacques Maritain, a philosopher in the world / edited by Jean-Louis Allard. - Ottawa : Editions de l'Université d'Ottawa, 1985.- (Collection Philosophica ; v. 28)

Text in French and English
Includes bibliographical references.
ISBN 2-7603-1039-6

Cataloging access points: I. Allard, Jean-Louis, 1926- II. Title: Jacques Maritain, a philosopher in the world. III. Series.
C85-090082-4F

Subject access points: 1. Maritain, Jacques, 1882-1973-- Congresses.
B2430.M34J33 1985 194

Example 7: Main Entry Under Title; Long Form

Internationale CIP-Titelaufnahme der Deutschen Bibliothek

Chancen und Risiken des Datenschutzes : Personalinformationssysteme, informationelle Selbstbestimmung; Referate d. 2. u. 3. Norddt. Datenschutztages / Ralf Bernd Abel; Gernot Sommer (Hrsg.). - München : Schweitzer, 1985.

(Datenverarbeitung im Recht: Beiheft ; 18)
ISBN 3-88709-112-4

NE: Abel, Ralf Bernd [Hersg.]; Norddeutscher Datenschutztag 02, 1983 - 03, 1984 ; Datenverarbeitung im Recht / Beiheft

Example 8: Main Entry Under Title; Short Form

International Cataloguing-in-Publication (CIP) Data (U.K.)

Educational administration. - 2nd ed.

ISBN 0-900313-74-9

I. Brooksbank, Kenneth II. Ackstine, A. Eric

1. School management and organization--Great Britain
371.1'5'0941 LB2901

Example 9: Main Entry Under Title; Long Form

International Cataloguing-in-Publication (CIP) Data (U.S.)

Main entry under title:

Ethical theory and business / edited by Tom L. Beauchamp, Norman E. Bowie. - 2nd ed. - Englewood Cliffs, N.J. : Prentice-Hall, 1983, c1979.

Includes bibliographies.
ISBN 0-13-290452-7

I. Beauchamp, Tom L. II. Bowie, Norman E., 1942-
LC card no. 82-21585

1. Business ethics--Addresses, essays, lectures. 2. Business ethics--Case studies--Addresses, essays, lectures. 3. Industry--Social aspects--United States--Addresses, essays, lectures. 4. Industry--Social aspects--United States--Case studies--Addresses, essays, lectures. 5. Corporation law--United States.
HF5387.582 1983 147/.4

Example 10: Single-Volume Level Data; Main Entry Follows Bibliographic Description

Internationale CIP-Titelaufnahme der Deutschen Bibliothek

Goethes Werk : Hamburger Ausg. in 14 Bd. / hrsg. von Erich Trunz. - München : Beck.

Bd. 1. Gedichte und Epen/textkrit. durchges. u. Kommintiert von Erich Trunz. - 10., uberarb. Aufl. - 1984.
ISBN 3-406-05108-1

HE: Goethe, Johann Wolfgang von: [Werke]
Ne: Trunz, Erich [Hrsg.]; Goethe, Johann Wolfgang von: [Sammlung]

Example 11a: Summary Statement Included; Main Entry Follows Bibliographic Description; Long Form

International Cataloguing-in-Publication (CIP) Data (U.S.)

Muscles! / R.R. Knudson ; photographs by Carole Gallagher. - New York : Avon Books, c1983.

(An Avon Camelot book)
ISBN 0-3890-82172-9 (pbk.)
Summary: presents a program of exercises for developing the various muscles of the body and increasing the body's overall strength.

I. Knudson, R. Rozanne, 1932- (Main Entry)
II. Gallagher, Carole, ill. III. Title. LCCN 82-90529

1. Bodybuilding for children--Juvenile literature.
[1. Bodybuilding. 2. Muscles. 3. Exercise. 4. Physical fitness.]
GV546.6.C45K58 1983 646.7/5

Example 11b: Summary Statement Included; Main Entry Follows Bibliographic Description; Short Form

International Cataloguing-in-Publication (CIP) Data (U.S.)

Muscles!

(An Avon Camelot book)
ISBN 0-3890-82172-9 (pbk.)
Summary: Presents a program of exercises for developing the various muscles of the body and increasing the body's overall strength.

ME: Knudson, R. Rozanne, 1932- I. Gallagher, Carole, ill. II. Title. LCCN 82-90529

1. Bodybuilding for children--Juvenile literature. [1. Bodybuilding. 2. Muscles. 3. Exercise. 4. Physical fitness.]
GV546.6.C45K58 1983 646.7/5

Example 12: Proceedings; CIP Data Also Applied for Elsewhere; Long Form

International Cataloguing in Publication (CIP) Data (U.S.)

Mechanical Failures Prevention Group. Meeting (35th : 1982 : National Bureau of Standards)
Time-dependent failure mechanisms and assessment methodologies : proceedings of the 35th meeting of the Mechanical Failures Prevention Group, National Bureau of Standards, Gaithersburg, Maryland, April 20-22, 1982 / edited by James G. Early, T. Robert, Shives, and John H. Smith. - Cambridge ; New York : Cambridge University Press, 1982.

Includes bibliographical references.
ISBN 0-521-025375-6

I. Early, J. G. II. Shives, T. R. III. Smith, John H. (John Henry). IV. Title. LC card no. 82-19892

1. Fracture mechanics--Congresses. 2. System failures--Congresses.
TA409.M395 1982 620.1/126

CIP data also acquired from: The UK

Example 13: Proceedings; Short Form

International Cataloguing-in-Publication (CIP) Data (U.K.)

Workshop on Astronomical Measuring Machines (1982 : Edinburgh)
Proceedings of the Workshop on Astronomical Measuring Machines held at Edinburgh, 28-30 September 1982. -
(Occasional reports of the Royal Observatory, Edinburgh, ISSN 0309-099X ; no. 10)

ISBN 0-902553-26-7

I. Title II. Stobie, R. S. III. McInnes, B.
IV. Series

1. Astronomy--Observations--Congresses.
2. Astronomical instruments--Congresses.
522'5.5 QB86

Example 14: Proceedings; Long Form

International Cataloguing-in-Publication (CIP) Data (Canada)

European Symposium on Medieval Logic and Semantics (6th : 1983 : Balliol College)

The rise of British logic / edited by P. Osmond Lewry. -
Toronto : Pontifical Institute of Mediaeval Studies, 1985. -
(Papers in mediaeval studies, ISSN 0228-8605 ; 7).

Includes some text in French.
Includes index.
ISBN 0-88844-807-4

Cataloging access points:
I. Lewry, P. Osmond (Patrick Osmond), 1929-
II. Pontifical Institute of Mediaeval Studies. III. Title.
IV. Series. C85-098316-9

Subject access points:
1. Logic--Great Britain--History--Congresses. 2. Logic, Medieval--History--Congresses.
B722-G7E97 1983 160'.942

Example 15: Subject Access Points Provided by Two Institutions--Library of Congress and the National Library of Medicine; Short Form

International Cataloguing-in-Publication (CIP) Data (U.S.)

Brown, Gary C.
Congenital anomalies of the optic disc.

Bibliography:
Includes index.
ISBN 0-8089-1515-0

Cataloging access points:
I. Tasman, William S. II. Title.
LC card no. 82-20955

Subject access points:
1. Optic disc--abnormalities. 2. Pediatric ophthamology.
RE728.067B76 1983 617.73043

DNLM: 1. Optic disc--Abnormalities.
WW280 B877c

APPENDIX C

1 Information supplied to publishers about CIP (From the National Library of Canada)

WHAT IT IS: CIP (Cataloguing in Publication) is a voluntary program of cooperation between libraries and publishers, coordinated by the National Library of Canada, that allows the cataloguing of Canadian books prior to publication.

WHAT IT DOES: The CIP program helps publishers to promote the sale of new titles by providing booksellers and libraries with the advance information they need to select and purchase new books. The information is published in *Quill & Quire's* "Forthcoming Books" supplement, in *Canadiana*, in *Canadiana* (Microfiche), and in *Canadian Books in Print*, ensuring maximum exposure of new titles. In addition, this information is distributed in Canada, Australia, and the United States on computer-readable MARC tapes well in advance of publication.

HOW IT WORKS: An agent library in your region catalogues the books using copies of front matter, promotional material, and galleys that you have provided along with a completed CIP information form [Form NL-281 (11-75)]. Within five to six days after it receives the required information, the agent library will mail the CIP data to you for printing unaltered on the verso of the publication's title page.

At present, the CIP program includes monographs commercially published in Canada, some federal government publications and monograph publications of participating provincial governments.

FOR FURTHER INFORMATION: Contact the CIP agent library in your area.

CE DONT IL S'AGIT: Le CIP (Catalogage avant publication) est un programme de collaboration volontaire entre bibliothèques et maisons d'édition, coordonné par la Bibliothèque nationale du Canada, qui permet aux livres canadiens d'être catalogués avant leur publication.

AVANTAGES: Le CIP aide les éditeurs à promouvoir la vente de nouveaux livres en fournissant aux bibliothécaires et aux libraires avant la parution des ouvrages les informations qui leur permettront de choisir et de commander les nouvelles publications. Pour assurer la plus grande diffusion possible des renseignements sur les nouveaux livres, les données du CIP sont publiées dans "Forthcoming Books", supplément du périodique *Quill & Quire*, ainsi que dans *Canadiana*, *Canadiana* (Microfiche), et *Canadian Books in Print*. De plus, ces renseignements sont distribués au Canada, en Australie et aux États-Unis sur des bandes MARC lisibles par machine bien avant la publication des ouvrages.

MODE DE FONCTIONNEMENT: Dans chacune des régions, les bibliothèques désignées cataloguent les livres à l'aide de documents fournis par les éditeurs, pages liminaires, matériel publicitaire ou épreuves en placards, et de la formule intitulée "Catalogage avant publication — formulaire de renseignements catalographiques" [formule NL-281 (11-75)], dûment remplie. Environ cinq ou six jours après avoir reçu la documentation pertinente, la bibliothèque désignée transmet les données catalographiques à l'éditeur pour qu'il puisse les imprimer au verso de la page de titre du livre.

À l'heure actuelle, le programme du CIP s'applique aux monographies commerciales publiées au Canada, ainsi qu'à certaines publications du gouvernement fédéral et des gouvernements provinciaux qui participent au programme.

RENSEIGNEMENTS SUPPLÉMENTAIRES: S'adresser à la bibliothèque désignée de la région à laquelle on appartient.

2 Publisher's reply form agreeing to join the CIP programme
(From the British Library)

Cataloguing in Publication

CIP

Publisher's reply form

We will begin to send proofs of our new titles in: March 1985

Estimated number of titles in a year: 25

Imprints to be included (with ISBN prefixes):

The Chrysanthemum Press 0-7123

Clarence Books 0-900220

Signed: John Francis

Position: Director

Date: 4 October 1984

Name of publisher: The Chrysanthemum Press

Address: 95 Wilton Road

Wimbledon SW19 2HB

Telephone number: 01-636 1544

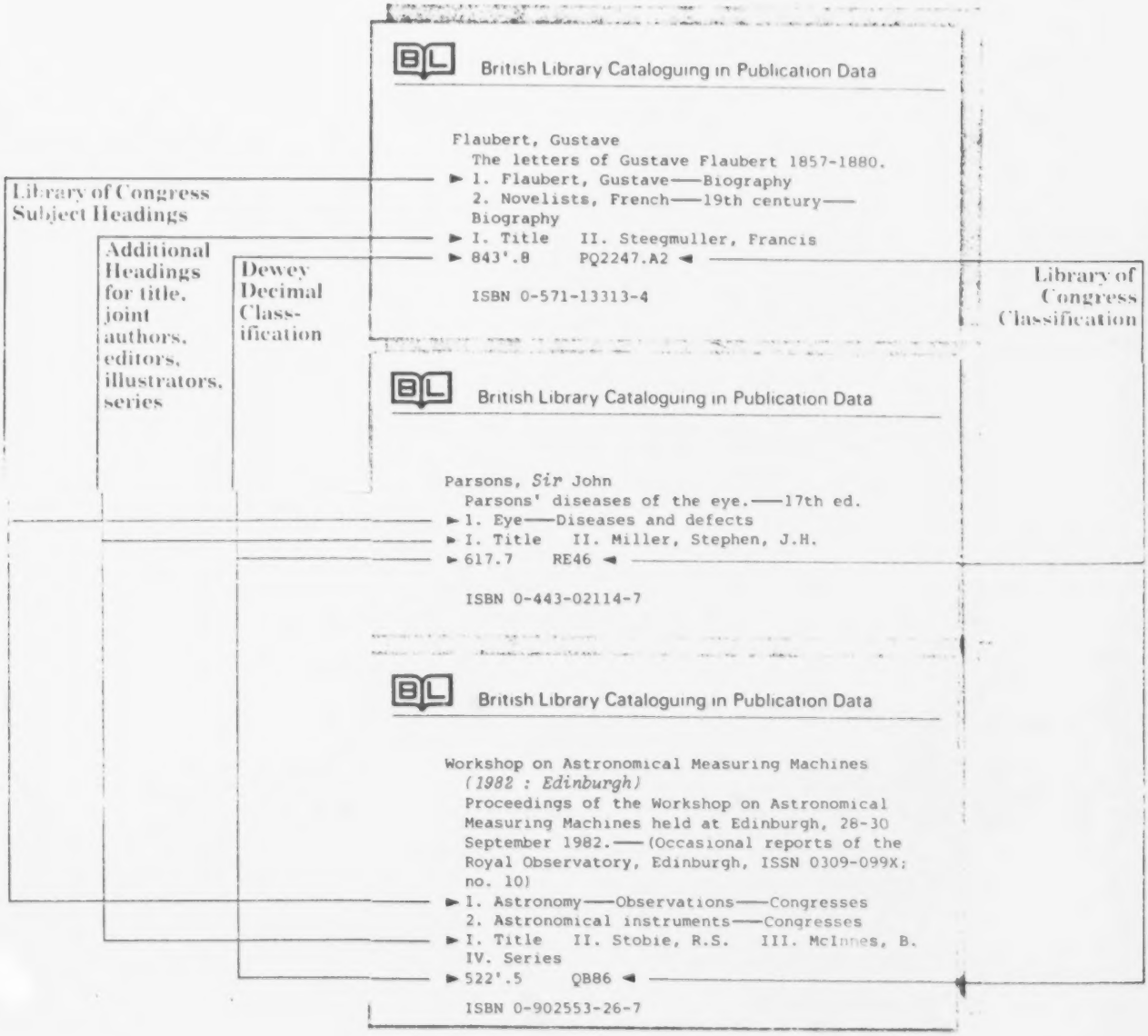
The person to contact concerning CIP is (name): Elizabeth Bowery

(position): Editorial assistant

Address (if different from above)

Telephone number

3 Samples of CIP data slips returned from the CIP agency to the publisher (From the British Library)


British Library Cataloguing in Publication Data
Flaubert, Gustave
The letters of Gustave Flaubert 1857-1880.
1. Flaubert, Gustave——Biography
2. Novelists, French——19th century——Biography
I. Title II. Steegmuller, Francis
843'.8 PQ2247.A2
ISBN 0-571-13313-4
Library of Congress Subject Headings
Additional Headings for title, joint authors, editors, illustrators, series
Dewey Decimal Classification
Library of Congress Classification
British Library Cataloguing in Publication Data
Parsons, Sir John
Parsons' diseases of the eye.——17th ed.
1. Eye——Diseases and defects
I. Title II. Miller, Stephen, J.H.
617.7 RE46
ISBN 0-443-02114-7
British Library Cataloguing in Publication Data
Workshop on Astronomical Measuring Machines
(1982 : Edinburgh)
Proceedings of the Workshop on Astronomical Measuring Machines held at Edinburgh, 28-30 September 1982.——(Occasional reports of the Royal Observatory, Edinburgh, ISSN 0309-099X; no. 10)
1. Astronomy——Observations——Congresses
2. Astronomical instruments——Congresses
I. Title II. Stobie, R.S. III. McInnes, B.
IV. Series
522'.5 QB86
ISBN 0-902553-26-7

4 Amendment form supplied to the publisher for notification to the CIP agency of any changes in title, price, opublication date, etc. (From the British Library)

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Publisher

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Contact in case of query

Tel No Ext

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Spiral ☐
Unbound ☐

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Proposed date of publication month/ year/

Enter any NEW INFORMATION below

If publication is CANCELLED tick box ☐

Title, sub-title, statements of authorship etc.

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Spiral	ISBN	£ :
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Name of publisher/imprint

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Copyright date

Pagination

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2 Sheraton Street
London W1V 4BH

Telephone 01-636 1544 ext 390 or 488

BSD CS8/3A July 1984

1

APPENDIX C

5 Request from CIP agency to the publisher asking for more information (from the Library of Congress)

We have received your CIP application for

Author _____

Title _____

We will not be able to process this title until we receive the additional information listed below:

- ☐ facsimile of title page and copyright page
- ☐ front matter (preface, introduction, table of contents)
- ☐ sample chapters
- ☐ full galley (textual) material
- ☐ other _____

The title page and copyright page are the authoritative cataloging sources for establishing accurate imprint information, as well as determining primary and secondary authorship and contributions made by translators, editors, and illustrators.

The front matter, sample chapters, and/or galley material is needed in order for our subject catalogers to establish the proper subject headings and classification numbers for this title.

None of this material must be set in type; handwritten or typewritten copy of the information is sufficient.

Please address this additional information to _____ _____, your contact person, who will be holding the material you have already submitted until this additional material is received. Thank you for your cooperation.

6 Information from the CIP agency explaining how each publisher is looked after by a CIP liaison staff member
(From Library of Congress *CIP publishers manual*)

YOUR CIP PUBLISHER LIAISON

The CIP Division's processing routines are divided among a number of CIP Publisher Liaisons. Each CIP Publisher Liaison is responsible for those publishers whose names fall into a particular portion of the alphabet. (See the list of liaisons, which has been inserted in this publication.) Call or write your liaison if you have questions or need help. Your CIP Publisher Liaison has access to files which contain the following information for CIP records in process:

1. The date on which your application for a title was received in the CIP Division.
2. The date on which your application reached the halfway point in our cataloging routines.
3. The date on which CIP data was mailed to you.
4. The date on which the published copy of your CIP title was received.

Your CIP Publisher Liaison is responsible for:

1. Contacting you if insufficient material was received.
2. Typing and mailing your CIP data on the same day that the cataloging is completed.
3. Seeing that your reported changes are appropriately processed and that revised CIP data is supplied, when necessary.
4. Answering general questions about the CIP program and about Library of Congress cataloging.
5. Providing you with forms, mailing labels, etc.

Please bear in mind, however, that your CIP Publisher Liaison does not create the actual catalog record. This work is done outside of the CIP Division office. Nonroutine questions are referred to one of the technical assistants to the chief, who may have to consult with CIP management or with one of these other sections of the Library of Congress in order to answer your questions. We attempt to answer your questions as expeditiously as possible, but must occasionally consult others in the Library of Congress for expert advice.

7 CIP records and CIP rev. records appearing in one sequence of the issue of a printed national bibliography (From the British Library: British National Bibliography)

813'.54[F] — Fiction in English. Canadian writers, *1945-* — *Texts*
Atwood, Margaret
Bodily harm / Margaret Atwood. — London : Virago, 1983, c1981. — 301p ; 20cm. — (Virago modern classics)
Originally published: Toronto : McClelland and Stuart, c1981 ; London : Cape, 1982
ISBN 0-86068-344-3 (pbk) : £2.50 : CIP rev.
1.Ti B83-20586

CIP rev. ——— ——— CIP rev.

813'.54[J] — Children's stories in English. American writers, *1945-* — *Texts*
**Irwin, Hadley*
We are Mesquakie, we are one. — London : Sheba, Mar.1984. — [130]p
Originally published: Old Westbury, N.Y. : Feminist Press, 1980
ISBN 0-907179-25-8 (pbk) : £2.75 : CIP entry
1.Ti B84-05362

* ——— ——— *
CIP entry ——— ——— CIP entry

820 — ENGLISH LITERATURE

820.8 — English literature, *1800-1945* — *Anthologies*
A Beggar in purple : a selection from the commonplace book of Rupert Hart-Davis. — London : Hamilton, 1983. — ix,117p : 1ill ; 25cm
Includes index
ISBN 0-241-11009-2 : £6.95 : CIP rev.
1.Hart-Davis, Rupert B83-23879

CIP rev. ——— ——— CIP rev.

820.8'00914 — English literature, *1945-* — *Anthologies*
In touch : recent poetry, drama and fiction / editors Andrew Carter, Robin Schofield. — London : Hodder and Stoughton, 1983. — 64p : ill ; 28cm
ISBN 0-340-33817-2 (pbk) : Unpriced : CIP rev.
1.Carter, Andrew, 1947- 2.Schofield, Robin B83-18638

CIP rev. ——— ——— CIP rev.

821 — ENGLISH POETRY

821 — Poetry in English. Asian writers, *1947-* — *Anthologies*
Poems from India, Sri Lanka, Malaysia & Singapore / edited and with an introduction by Yasmine Gooneratne. — Hong Kong : Heinemann Asia ; London : Heinemann Educational, 1979. — 103p ; 19cm. — (Writing in Asia)
Bibliography: p100-103
Unpriced (pbk)
1.Gooneratne, Yasmine 2.Sr B84-05416

821 — Poetry in English. South African writers, *1961-* — *Texts*
Strauss, Peter
Bishop Bernwards door and other poems / Peter Strauss. — Cape Town ; London : David Philip, 1983. — 40p ; 22cm
ISBN 0-908396-94-5 (pbk) : £4.70
1.Ti B84-05723

821'.009 — Poetry in English, *to 1980* — *Critical studies*
Barber, Charles
Poetry in English : an introduction / Charles Barber. — London : Macmillan, 1983. — x,220p ; 23cm
Bibliography: p214-215. — Includes index
ISBN 0-333-32440-4 (cased) : Unpriced
ISBN 0-333-32441-2 (pbk) : Unpriced
1.Ti B84-05330

821'.009 — Poetry in English, *to 1983* — *Critical studies*
**Six centuries of verse.* — London : Thames Methuen, Apr.1984 — [288]p
ISBN 0-423-00950-8 (cased) : £10.00 : CIP entry
ISBN 0-423-00960-5 (pbk) : £4.95
1.Thwaite, Anthony B84-05149

* ——— ——— *
CIP entry ——— ——— CIP entry